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## ABSTRACT

The topic of this Urban Libraries Council (ULC) Frequent Fast Facts Survey is library staffing. These ULC Frequent Fast Facts Surveys are not intended to be scientific studies of the library community but rather "snapshots" on topics of current interest. Further analysis of the results is suggested, and for that reason, the completed survey instruments are included. A total of 85 surveys were mailed to ULC member libraries, and 68 were returned for a 80% response rate. Data collected include whether library employees are subject to Civil Service regulation or union contracts; total number of staff with a MLS (Master's of Library Science) degree; total number of security personnel; total number of other staff; total number of staff; budget information; and staff development. Organization charts received with surveys are included in the appendix. The survey instrument is also included. (JLB)

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# Urban Libraries Council Frequent Fast Facts Survey

ED 371 767

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## STAFFING SURVEY RESULTS

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# Urban Libraries Council Frequent Fast Facts Survey

## Survey Results

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**Urban Libraries Council  
Frequent Fast Facts Survey**

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**STAFFING**

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**Section I.**

**Summary Report**



# **Urban Libraries Council Frequent Fast Facts Survey**

## **Survey Results**

## **STAFFING**

### **Introduction**

ULC Frequent Fast Facts Surveys are not intended to be scientific studies of the library community. They are "snapshots" on topics of current interest. Further analysis of the results is encouraged. To that end, completed survey instruments are included in section II of this report.

### **About the Survey**

Eighty-five surveys were mailed to 1993 Urban Libraries Council member libraries in May 1993. Sixty-eight surveys were returned, resulting in an 80% response rate. A copy of the survey instrument appears on page 7. Tabulated responses to all questions are found in this section.

### **Organization Charts**

Survey respondents were asked to submit a copy of their library's organization chart with the survey. Organization charts received are presented in alphabetical order by library name (as it appears on the completed survey instrument) in Appendix A.

### **Union Contracts**

Survey respondents were also asked to submit copies of their union contracts, if applicable. ULC will maintain these contracts as a circulating collection. ULC member libraries may borrow selected contracts by submitting a written request to:

Urban Libraries Council  
Attn. Union Contracts  
1800 Ridge Avenue, Suite 208  
Evanston, IL 60201

Union contracts are available for the following libraries:

Broward County, FL  
Buffalo and Erie County, NY  
Cleveland, OH  
Cuyahoga County, OH  
Davenport, OH  
Dayton, OH  
Des Moines, IA  
Eugene, OR  
Jacksonville, FL  
Lincoln, NE  
Louisville, KY  
Milwaukee, WI

Multnomah County, OR  
Queens, NY  
Riverside, CA  
Rockford, IL  
San Jose, CA  
Spokane, WA  
St. Paul, MN  
Stamford, CT  
Sunnyvale, CA  
Toledo, OH  
Yonkers, NY  
Youngstown, OH



# Urban Libraries Council Frequent Fast Facts Survey

## Survey Results

## STAFFING

### Tabulated Results

Some percentages may not total 100 due to rounding. N = 68.

6. To whom does the library director report?

|                                      |    |     |
|--------------------------------------|----|-----|
| Elected Board:                       | 4  | 6%  |
| Appointed Board:                     | 42 | 62% |
| Combination Elected/Appointed Board: | 3  | 4%  |
| City or County Manager               | 6  | 6%  |
| City or County Department Head       | 3  | 4%  |
| Other:*                              | 10 | 15% |

\*Mayor (2); City Manager and Appointed Board (2); Mayor, County Judge-Executive, and Library Commission (1); County Chair of Commissioners (1); Appointed Commission (1); Assistant City Manager (1); City Manager and Appointed Advisory Board (1); Mayor and Appointed Board (1)

Organization charts are included in Appendix A.

7. Are the majority of your library employees subject to Civil Service regulations or union contracts?

|                                  |    |     |
|----------------------------------|----|-----|
| Civil Service regulations:       | 11 | 16% |
| Union or other bargaining unit:* | 22 | 32% |
| Both Civil Service and Union:    | 16 | 24% |
| No answer:                       | 19 | 28% |

\*AFSCME (20); SIEU (8); Operating Engineers (2); Public Employees Association (2); (All others received one mention each) Amalgamated Transit, AFL-CIO-CLC; Association of Public Library Employees; CCLU; City Employees Association; CMPTEC; Communications Workers of America; CSEA; Engineers and Architects Association; Georgia State Employees Union; International Union of Machinists and Aerospace Workers; Librarians Association; Library Supervisors Union; Library Confidential Employees Union; National Association of Government Employees; New York Public Library Guild; Professional Librarians Union of Minneapolis; St. Paul Manual and Maintenance Supervisors; St. Paul Supervisors Organization; Sunnyvale Employees Association; Supervisors Association; Teamsters; Technical Union



# Urban Libraries Council Frequent Fast Facts Survey

## Survey Results

## STAFFING

8. Total number (FTE) of staff with MLS degree.  
(as a percentage of total number of staff)

|              |    |     |
|--------------|----|-----|
| 10% or less: | 2  | 3%  |
| 11 - 20%:    | 13 | 19% |
| 21 - 30%:    | 30 | 44% |
| 31 - 40%:    | 18 | 26% |
| 41 - 50%:    | 4  | 6%  |
| No answer:   | 1  | 1%  |

9. Total number (FTE) of security personnel.  
(as a percentage of total number of staff)

|            |    |     |
|------------|----|-----|
| 0:         | 13 | 19% |
| 1%:        | 20 | 29% |
| 2%:        | 16 | 24% |
| 3%:        | 7  | 10% |
| 4%:        | 1  | 1%  |
| 5%:        | 4  | 6%  |
| 6%:        | 3  | 4%  |
| 7%:        | 1  | 1%  |
| 8%:        | 0  | 0   |
| 9%:        | 1  | 1%  |
| 10%:       | 1  | 1%  |
| No answer: | 1  | 1%  |

10. Total number (FTE) of other staff.  
(as a percentage of total number of staff)

|            |    |     |
|------------|----|-----|
| 51 - 60%:  | 10 | 15% |
| 61 - 70%:  | 22 | 32% |
| 71 - 80%:  | 23 | 34% |
| 81 - 90%:  | 12 | 18% |
| No answer: | 1  | 1%  |

11. Total number (FTE) of staff.

|               |    |     |
|---------------|----|-----|
| 1 - 100:      | 13 | 19% |
| 101 - 200:    | 16 | 24% |
| 201 - 300:    | 13 | 19% |
| 301 - 400:    | 10 | 15% |
| 401 - 500:    | 4  | 6%  |
| 501 - 600:    | 5  | 7%  |
| 601 - 700:    | 1  | 1%  |
| 701 - 800:    | 1  | 1%  |
| 801 - 900:    | 2  | 3%  |
| 901 - 1000:   | 1  | 1%  |
| 1001 or more: | 1  | 1%  |
| No answer:    | 1  | 1%  |



# Urban Libraries Council Frequent Fast Facts Survey

## Survey Results

## STAFFING

12. If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion or MLS staff in the year 2000? If no, please indicate greater proportion or smaller proportion of MLS staff.

|                     |    |     |
|---------------------|----|-----|
| Same proportion:    | 40 | 59% |
| Greater proportion: | 13 | 19% |
| Smaller proportion: | 11 | 16% |
| No answer:          | 4  | 6%  |

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today do you anticipate will still be on the staff in the year 2000?

|                |    |     |
|----------------|----|-----|
| More than 80%: | 26 | 38% |
| 60 - 80%:      | 25 | 37% |
| 40 - 60%:      | 12 | 18% |
| 20 - 40%:      | 3  | 4%  |
| Less than 20%: | 0  | 0   |
| No answer:     | 2  | 3%  |

14. Do you have a person on staff whose primary responsibility is overseeing staff development/training?

|                       |                     |              |
|-----------------------|---------------------|--------------|
| Arlington Heights, IL | Ed Blomberg         | 708/506-2648 |
| Baltimore County, MD  | Kenna Forsyth       | 410/887-6177 |
| Brooklyn, NY          | Connie Gemson       | 718/780-7841 |
| Broward County, FL    | D. Field            | 305/357-7385 |
| Cincinnati, OH        | Thomas Moorman      | 513/369-6968 |
| Cuyahoga County, OH   | Position Vacant     |              |
| Davenport, IA         | Mary Heinzman       | 319/326-7838 |
| Dayton, OH            | Barbara Kuhns       | 513/227-9500 |
| DeKalb County, GA     | Martha Goodson      | 404/370-8457 |
| Denver, CO            | Linda Fegley        | 303/640-8904 |
| Philadelphia, PA      | Anne Cogen          | 215/567-4352 |
| Jacksonville, FL      | Lee Gragg           | 904/630-1991 |
| Kansas City, MO       | Pat Hawkins         | 816/221-2685 |
| King County, WA       | Betty Richardson    | 206/684-6674 |
| Memphis, TN           | Judy Card           | 901/725-8851 |
| Oklahoma City, OK     | Jane Carvajal       | 405/235-0572 |
| Miami, FL             | Wanda Counts-Bryant | 305/375-2661 |
| Phoenix, AZ           | Shera Farnham       | 602/262-6392 |
| Queens, NY            | Thomasina Kennedy   | 718/990-0740 |
| San Francisco, CA     | John Maguire        | 415/557-4585 |
| Seattle, WA           | Mary Douglass       | 206/386-4126 |
| Topeka, KS            | Louise Hanson       | 913/233-2040 |
| Youngstown, OH        | Ruth Bradshaw       | 216/744-8636 |



# Urban Libraries Council Frequent Fast Facts Survey

## Survey Results

## STAFFING

15. What is the approximate proportion of your personnel budget that was spent for staff development last year?

|                |    |     |
|----------------|----|-----|
| Less than .5%: | 24 | 35% |
| .5 - 1%:       | 18 | 26% |
| 1.1 - 2%:      | 11 | 16% |
| More than 2%:  | 4  | 6%  |
| No answer:     | 9  | 13% |

Between 1994 and 2000, do you expect that proportion will remain the same, increase, or decrease?

|                  |    |     |
|------------------|----|-----|
| Remain the same: | 29 | 43% |
| Increase:        | 29 | 43% |
| Decrease:        | 2  | 3%  |
| No answer:       | 8  | 12% |

16. For each category listed, does your library use substitutes, on call, or temporary employees?

|                   | Yes |     | No |     | No Answer |     |
|-------------------|-----|-----|----|-----|-----------|-----|
| Professional:     | 41  | 60% | 23 | 34% | 4         | 6%  |
| Paraprofessional: | 34  | 50% | 27 | 40% | 7         | 10% |
| Clerical:         | 43  | 63% | 20 | 29% | 5         | 7%  |
| Pages:            | 23  | 34% | 34 | 50% | 11        | 16% |

Who schedules such workers?

|                               |    |     |
|-------------------------------|----|-----|
| Personnel Department:         | 9  | 13% |
| Direct supervisors:           | 36 | 53% |
| Administrative support staff: | 10 | 15% |
| Other:                        | 4  | 6%  |
| No answer:                    | 17 | 25% |

Approximately how many such workers and how many such hours did your library use last year?

### Workers

|                      |    |     |
|----------------------|----|-----|
| 0 - 20:              | 20 | 29% |
| 21 - 50:             | 8  | 12% |
| 51 - 100:            | 5  | 7%  |
| 101 - 200:           | 7  | 10% |
| More than 200 (418): | 1  | 1%  |
| No answer:           | 27 | 40% |



# Urban Libraries Council Frequent Fast Facts Survey

## Survey Results

## STAFFING

### Hours

|                    |    |     |
|--------------------|----|-----|
| 0 - 1000:          | 8  | 12% |
| 1001 - 5000:       | 6  | 9%  |
| 5001 - 10,000:     | 6  | 9%  |
| 10,001 - 25,000:   | 7  | 10% |
| 25,001 - 100,000:  | 8  | 12% |
| more than 100,001: | 5  | 7%  |
| No answer:         | 28 | 41% |

### Average Hours per Worker

|                 |   |     |
|-----------------|---|-----|
| Fewer than 100: | 5 | 7%  |
| 101 - 200:      | 6 | 9%  |
| 201 - 300:      | 8 | 12% |
| 301 - 500:      | 4 | 6%  |
| 501 - 1000:     | 9 | 13% |
| 1001 - 2000:    | 2 | 3%  |
| More than 2000: | 1 | 1%  |

What percentage of your personnel budget was used for employing such workers last year?

|                |    |     |
|----------------|----|-----|
| Less than .5%: | 10 | 15% |
| .51 - 1%:      | 8  | 12% |
| 1.1 - 2%:      | 9  | 13% |
| 2.1 - 3%:      | 2  | 3%  |
| 3.1 - 5%:      | 7  | 10% |
| 5.1 - 10%:     | 3  | 4%  |
| 10.1 - 15%:    | 2  | 3%  |
| More than 15%: | 1  | 1   |



# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name \_\_\_\_\_
2. Population Served \_\_\_\_\_ 3. Date \_\_\_\_\_
4. Name of Person Completing Survey \_\_\_\_\_
5. Phone \_\_\_\_\_ Fax \_\_\_\_\_

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

\_\_\_\_\_ Board (Elected \_\_\_\_\_ Appointed \_\_\_\_\_)  
\_\_\_\_\_ City or County Manager  
\_\_\_\_\_ City or County Department Head  
\_\_\_\_\_ Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)

\_\_\_\_\_ Civil Service regulations  
\_\_\_\_\_ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

|    | <u>Union Name</u> | <u>Status</u>              |
|----|-------------------|----------------------------|
| a. | _____             | Library Specific/City Wide |
| b. | _____             | Library Specific/City Wide |
| c. | _____             | Library Specific/City Wide |
| d. | _____             | Library Specific/City Wide |

Please attach a copy of your union contract to your survey form.

8. \_\_\_\_\_ Total number (FTE) of staff with MLS degree
9. \_\_\_\_\_ Total number (FTE) of security personnel (including contract)
10. \_\_\_\_\_ Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. \_\_\_\_\_ Total number (FTE) of staff (a+b+c)
12. \_\_\_\_\_ Yes \_\_\_\_\_ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

\_\_\_\_\_ greater proportion of MLS staff  
\_\_\_\_\_ smaller proportion of MLS staff



# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

\_\_\_\_\_ More than 80%  
\_\_\_\_\_ 60 - 80%  
\_\_\_\_\_ 40 - 60%  
\_\_\_\_\_ 20 - 40%  
\_\_\_\_\_ Less than 20%

14. \_\_\_\_\_ Yes \_\_\_\_\_ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name \_\_\_\_\_ Phone \_\_\_\_\_

15. \_\_\_\_\_ % Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

\_\_\_\_\_ remain the same  
\_\_\_\_\_ increase by \_\_\_\_\_ percent  
\_\_\_\_\_ decrease by \_\_\_\_\_ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a. \_\_\_\_\_ Yes \_\_\_\_\_ No Professional  
b. \_\_\_\_\_ Yes \_\_\_\_\_ No Paraprofessional  
c. \_\_\_\_\_ Yes \_\_\_\_\_ No Clerical  
d. \_\_\_\_\_ Yes \_\_\_\_\_ No Pages

- e. Please indicate who schedules such workers:

\_\_\_\_\_ Personnel department  
\_\_\_\_\_ Direct supervisors  
\_\_\_\_\_ Administrative support staff  
\_\_\_\_\_ Other: \_\_\_\_\_

- f. Approximately how many such workers and how many such hours did your library use last year?

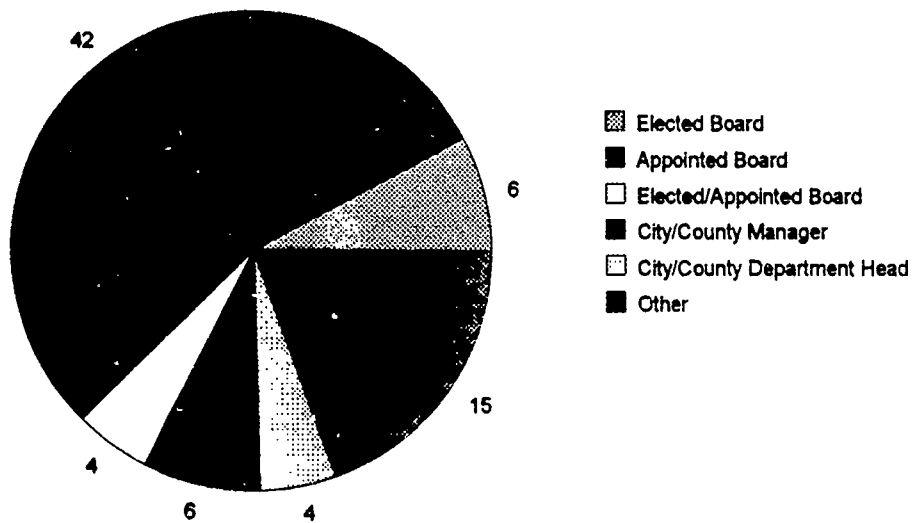
\_\_\_\_\_ Workers (individuals)  
\_\_\_\_\_ Hours

- g. \_\_\_\_\_ % What proportion of your personnel budget was used for employing such workers last year?

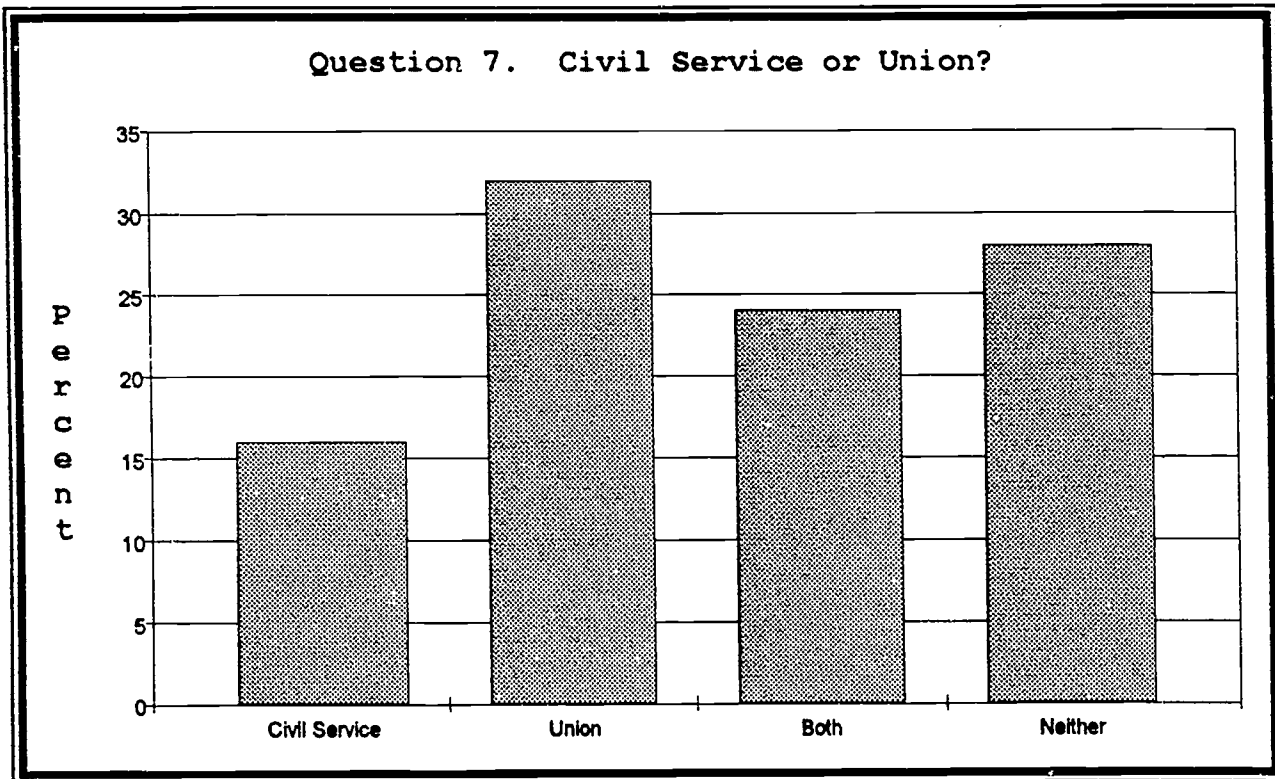
Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!



Question 6. Director reports to... (%)

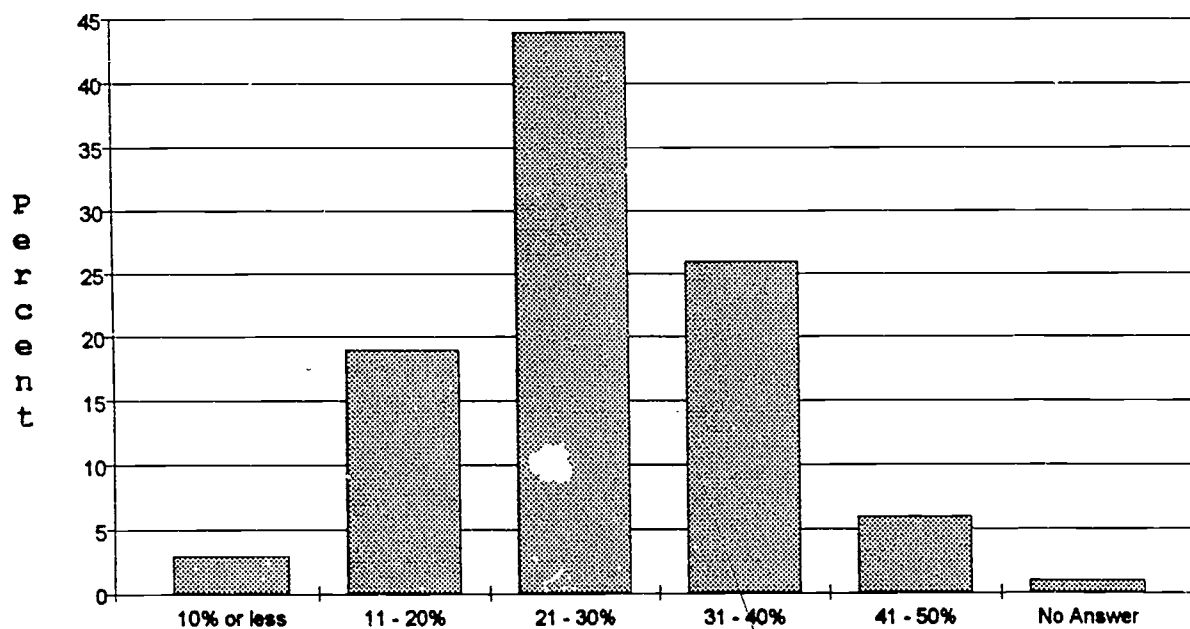






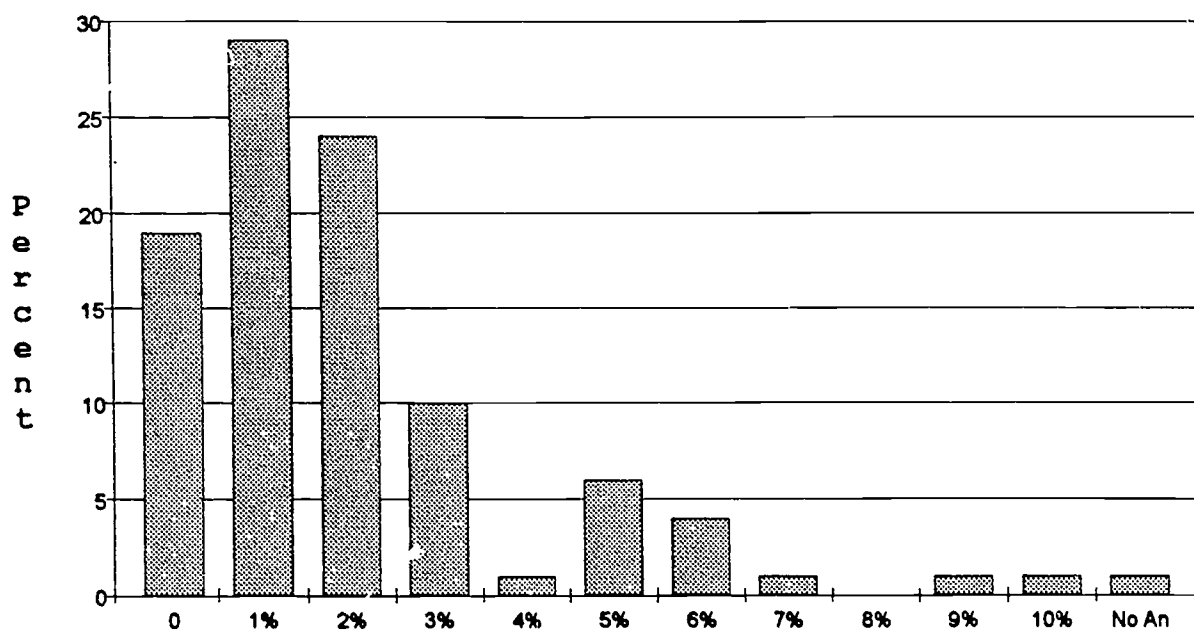


Question 8. Percent of staff with MLS



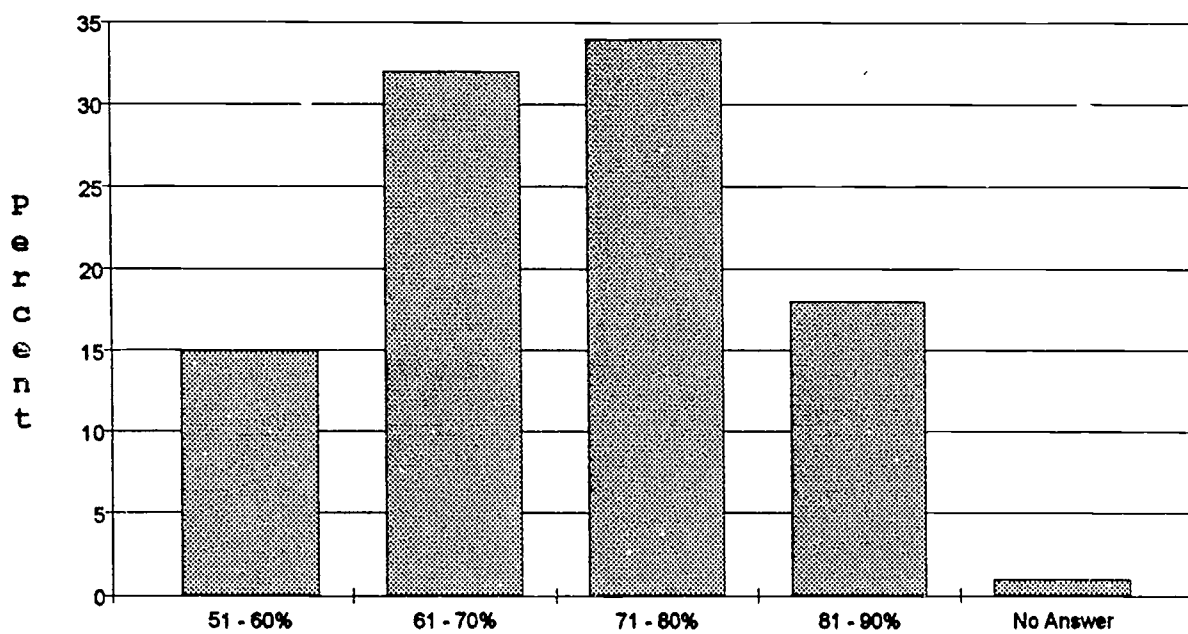


Question 9. Security Personnel as Percent of Total Staff



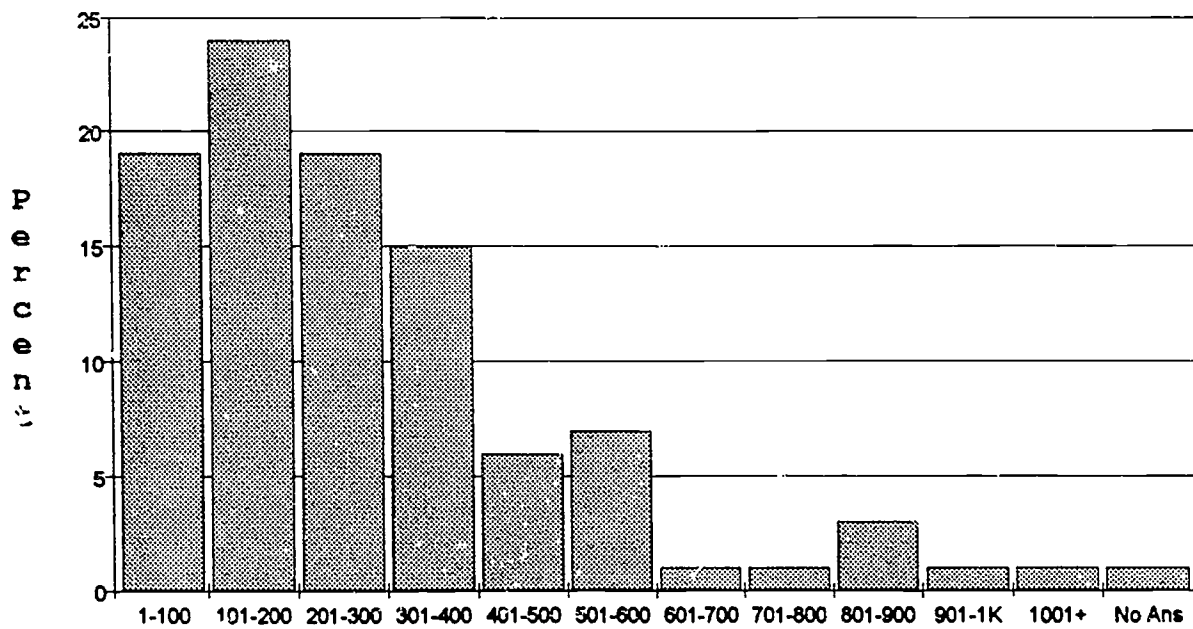


Question 10. Other Staff as Percent of Total Staff



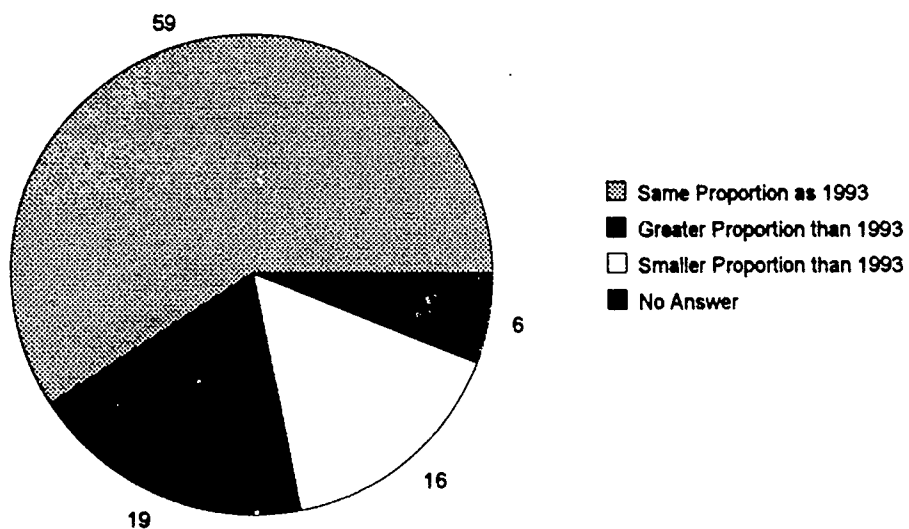


Question 11. Total Number of Staff



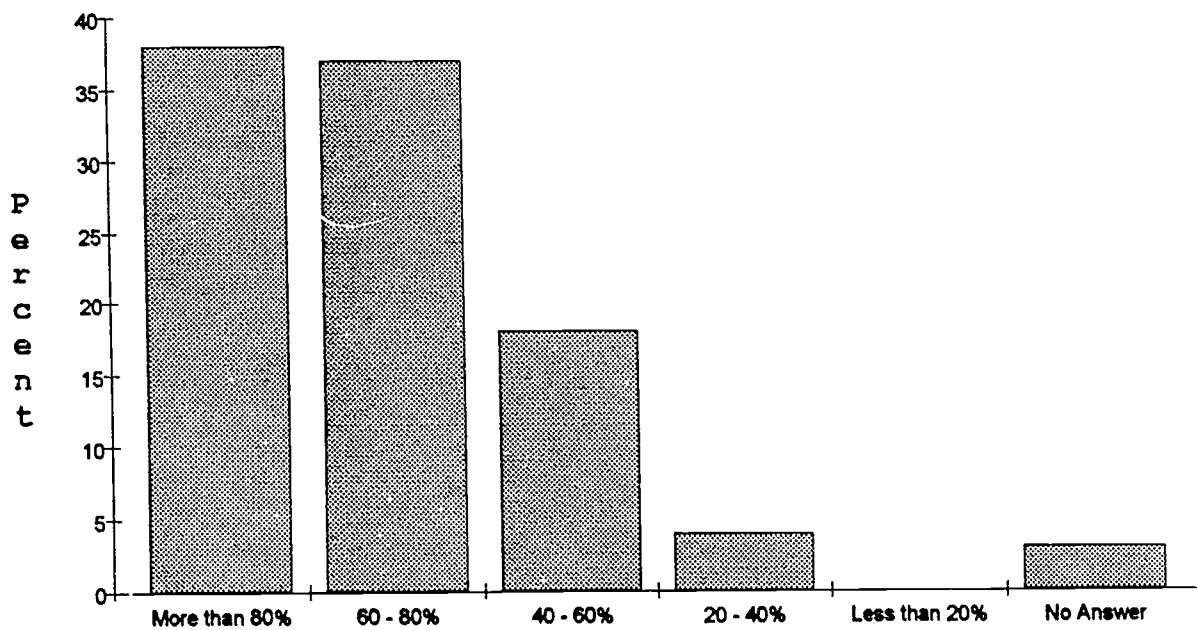


Question 12. Proportion of MLS Staff in the Year 2000 (%)



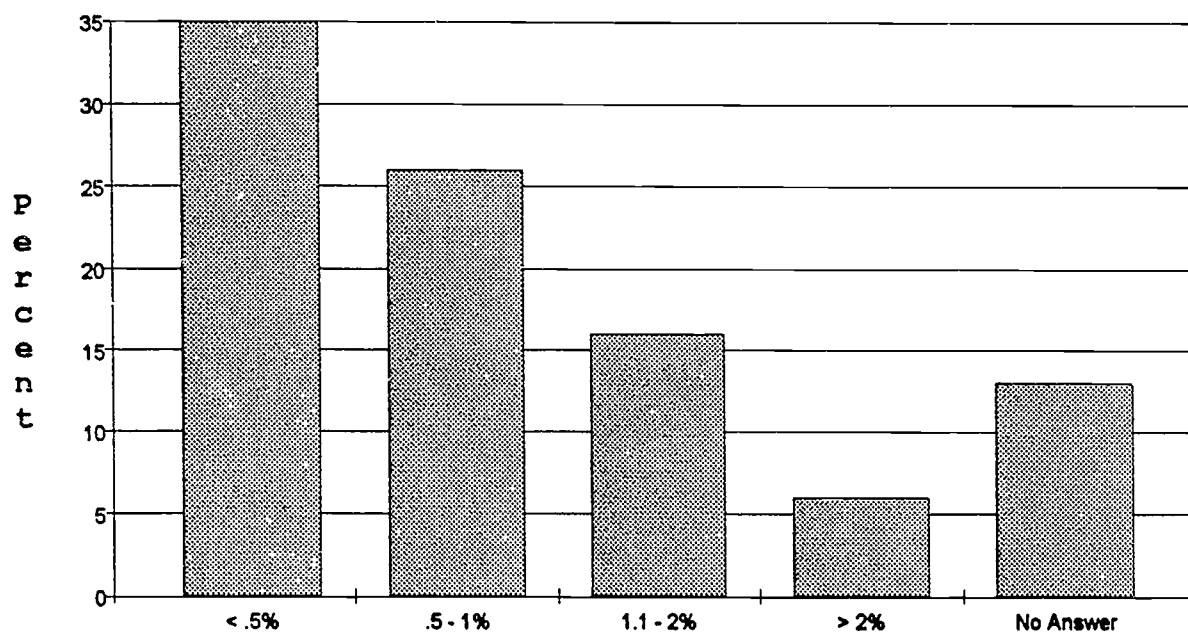


Question 13. Staff Still at Library in the Year 2000 (%)

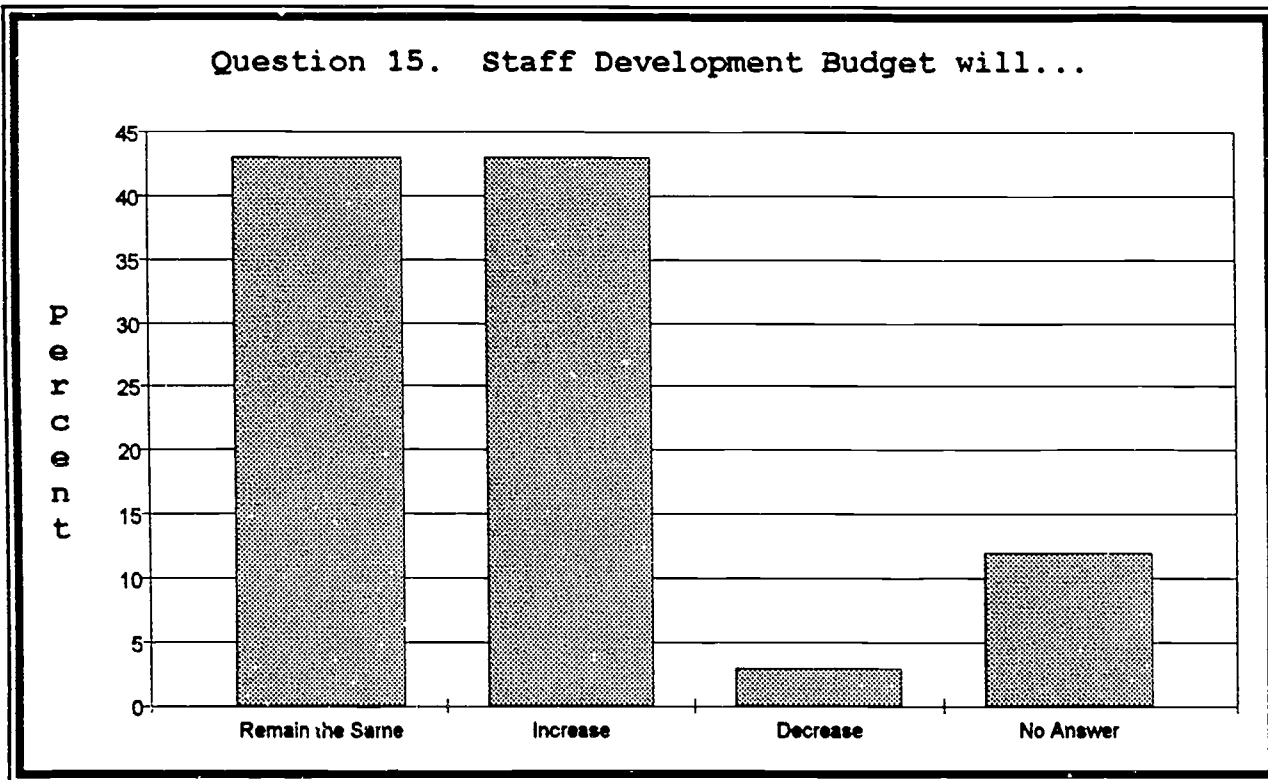




Question 15. Percent of Pers. Budget Spent on Development

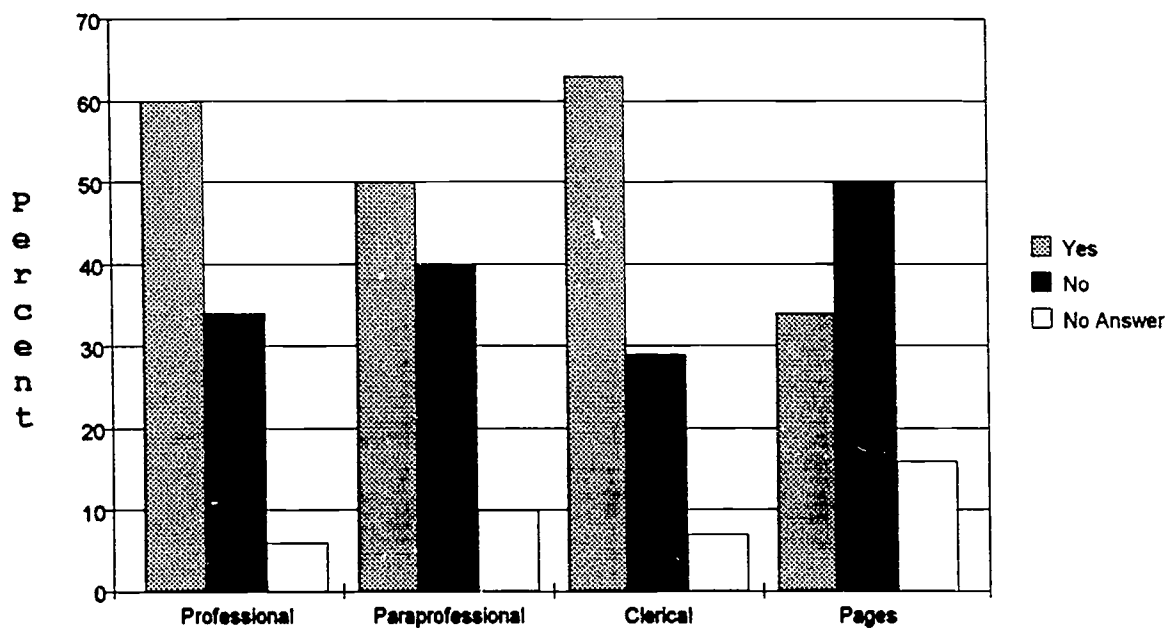






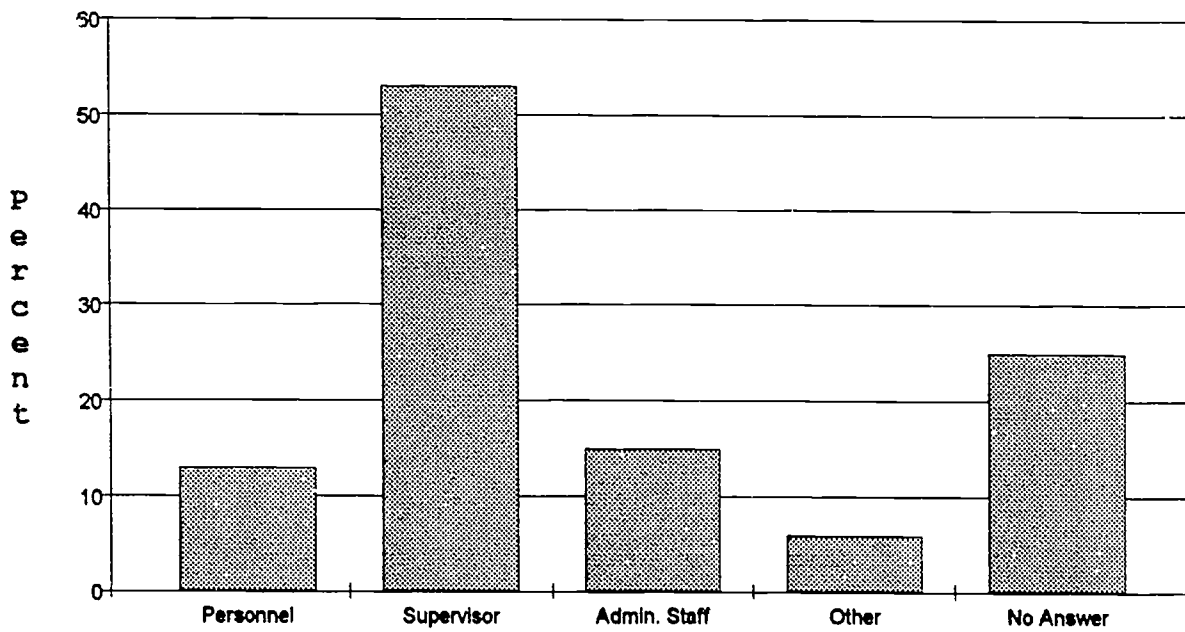


Question 16. Do You Use Temps, On-Call, or Subs for...



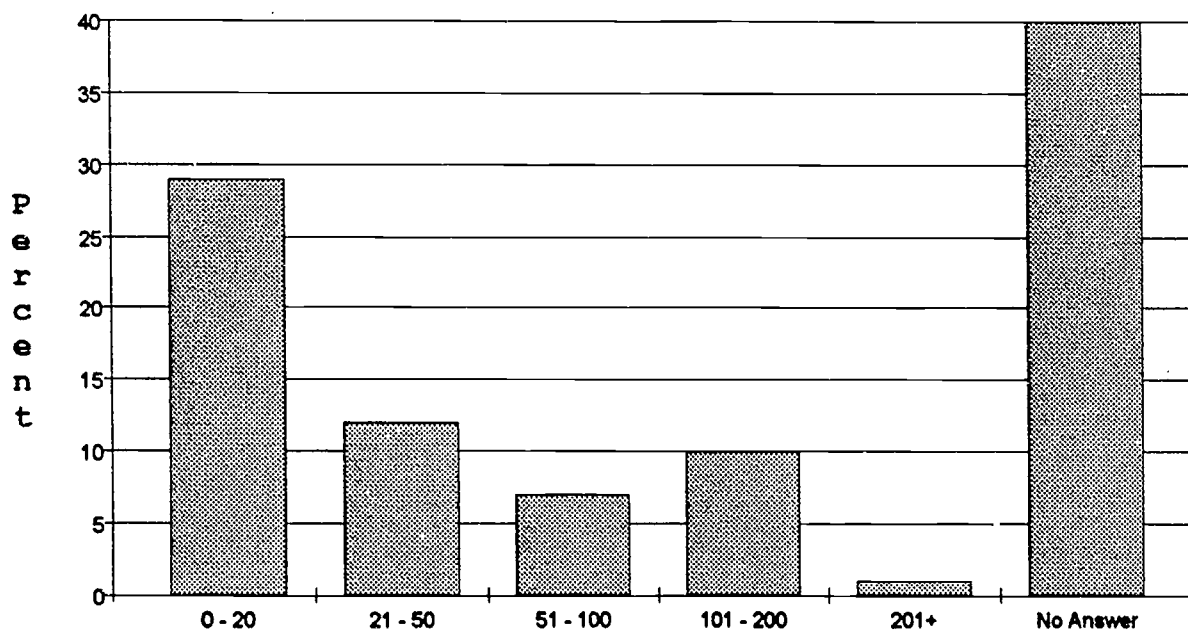


Question 16. Who Schedules Temps?

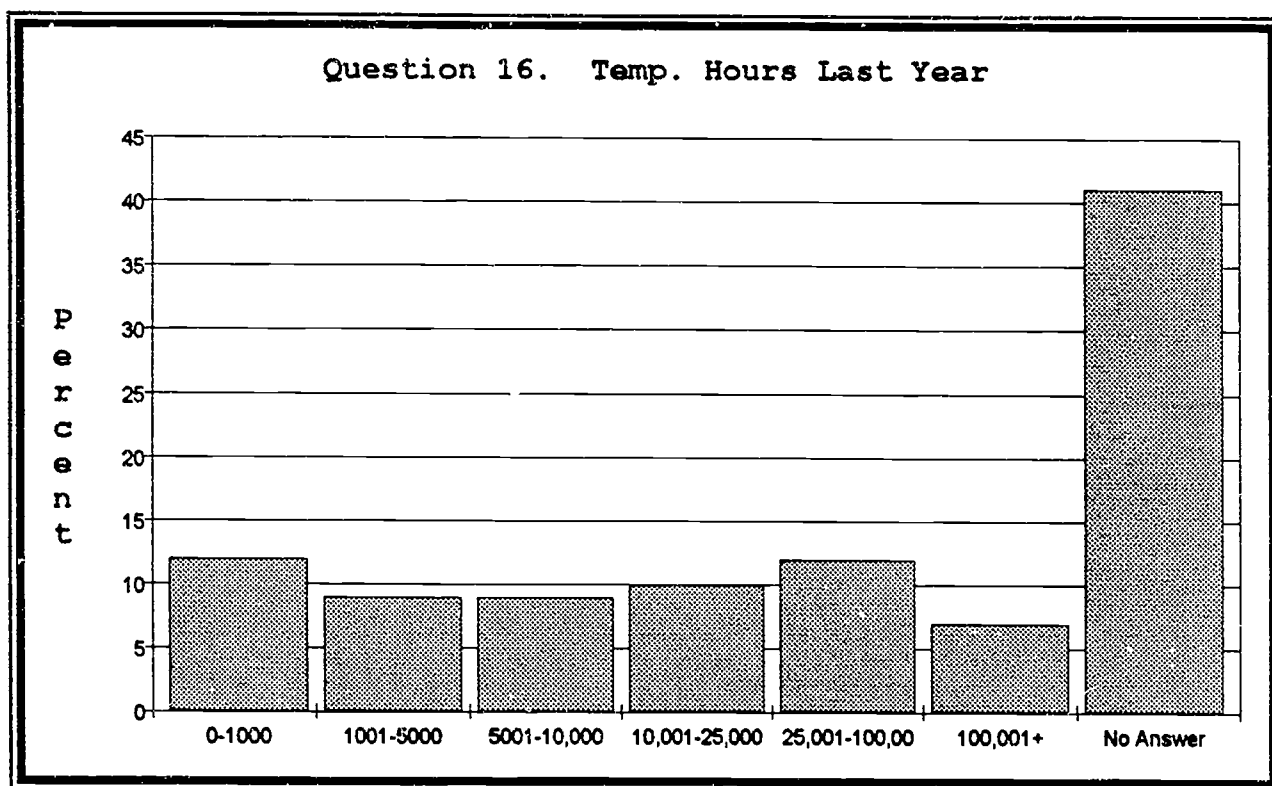




Question 16. How Many Temp. Workers?

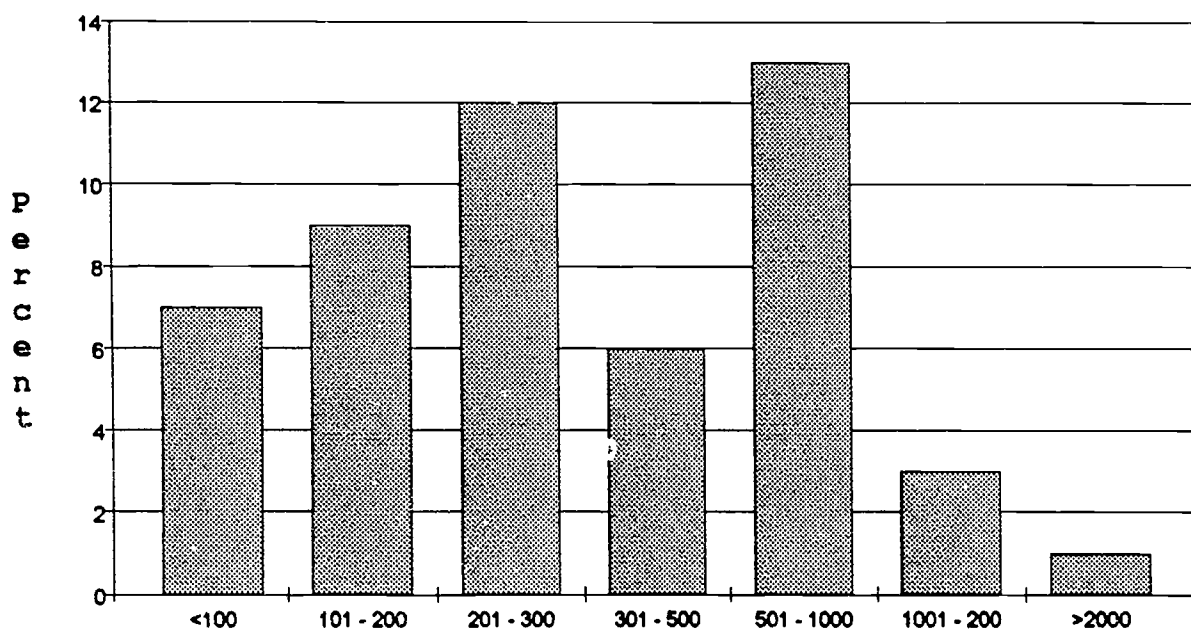






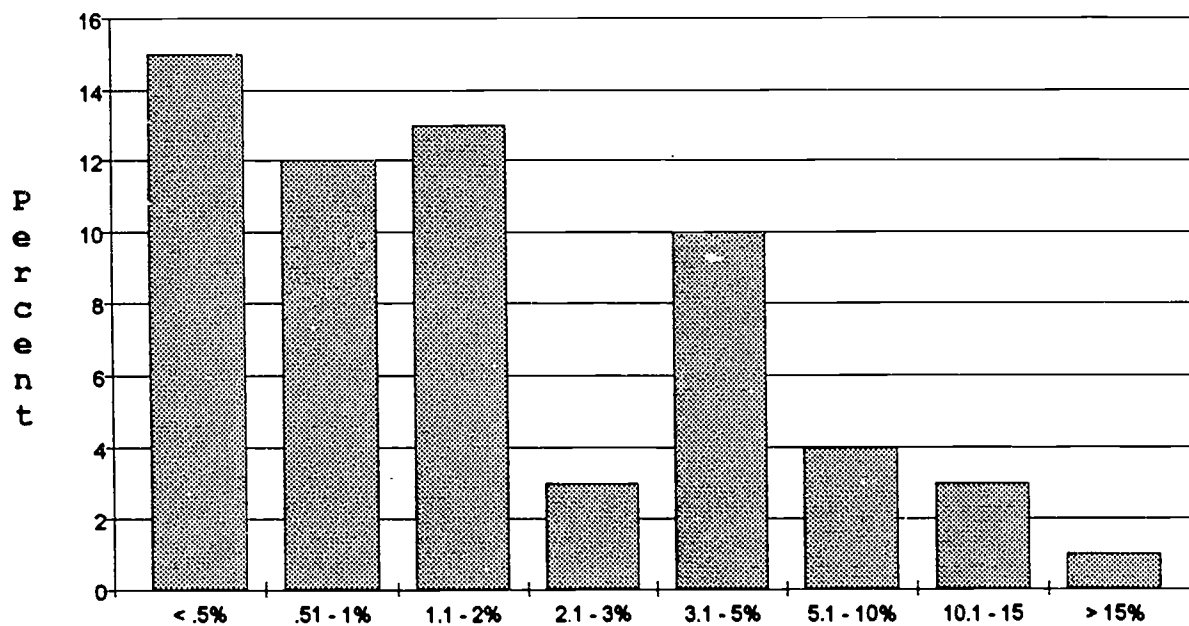


Question 16. Average Hours Per Temp. Worker





Question 16. Percent of Pers. Budget Spent on Temp. Workers





**Urban Libraries Council  
Frequent Fast Facts Survey**

**STAFFING**

**Section II.**

**Completed Surveys**

**BEST COPY AVAILABLE**



# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name ALEXANDRIA LIBRARY
2. Population Served 115000 3. Date 17 MAY 93
4. Name of Person Completing Survey PATRICK M. O'BRIEN
5. Phone 703-838-4558 Fax 703-838-4524

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

☒ Board (Elected ☐ Appointed ☒  
☐ City or County Manager  
☐ City or County Department Head  
☐ Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)

☒ Civil Service regulations  
☐ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

Union Name

Status

- |    |       |                            |
|----|-------|----------------------------|
| a. | _____ | Library Specific/City Wide |
| b. | _____ | Library Specific/City Wide |
| c. | _____ | Library Specific/City Wide |
| d. | _____ | Library Specific/City Wide |

Please attach a copy of your union contract to your survey form.

8. 19.65 Total number (FTE) of staff with MLS degree
9. 0.38 Total number (FTE) of security personnel (including contract)
10. 36.07 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 56.10 Total number (FTE) of staff (a+b+c)
12. ☐ Yes ☒ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

☒ greater proportion of MLS staff  
☐ smaller proportion of MLS staff



# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

☒ More than 80%  
☐ 60 - 80%  
☐ 40 - 60%  
☐ 20 - 40%  
☐ Less than 20%

14. ☐ Yes ☒ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name \_\_\_\_\_ Phone \_\_\_\_\_

15. >1 % Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

☐ remain the same  
☐ increase by \_\_\_\_\_ percent  
☐ decrease by \_\_\_\_\_ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a. ☐ Yes ☒ No Professional  
 b. ☐ Yes ☒ No Paraprofessional  
 c. ☐ Yes ☒ No Clerical  
 d. ☐ Yes ☒ No Pages

- e. Please indicate who schedules such workers:

☐ Personnel department  
☐ Direct supervisors  
☐ Administrative support staff  
☐ Other: \_\_\_\_\_

- f. Approximately how many such workers and how many such hours did your library use last year?

☐ Workers (individuals)  
☐ Hours

- g. ☐ % What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!



Displ. cat  
For M

# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name Allen County Public Library  
2. Population Served 300,000 3. Date 5/18/93  
4. Name of Person Completing Survey Judy Dunahoo / Christine Hill  
5. Phone (219) 424-7241 X 2223 Fax (219) 422-9688

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

X Board (Elected \_\_\_\_\_ Appointed X)  
\_\_\_\_ City or County Manager  
\_\_\_\_ City or County Department Head  
\_\_\_\_ Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)

\_\_\_\_ Civil Service regulations  
\_\_\_\_ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

|    | <u>Union Name</u> | <u>Status</u>              |
|----|-------------------|----------------------------|
| a. | _____             | Library Specific/City Wide |
| b. | _____             | Library Specific/City Wide |
| c. | _____             | Library Specific/City Wide |
| d. | _____             | Library Specific/City Wide |

Please attach a copy of your union contract to your survey form.

8. 53.75 Total number (FTE) of staff with MLS degree  
9. 13.125 Total number (FTE) of security personnel (including contract)  
10. 100.48 Total number (FTE) of other staff, excluding plant operations and maintenance workers  
11. 237.78 Total number (FTE) of staff (a+b+c)  
12. Yes X No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000?  
If no, please indicate:

X greater proportion of MLS staff  
\_\_\_\_ smaller proportion of MLS staff

Proportion  
24.98%  
same as



# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

☒ More than 80%  
☐ 60 - 80%  
☐ 40 - 60%  
☐ 20 - 40%  
☐ Less than 20%

14. ☐ Yes ☒ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name \_\_\_\_\_

Phone \_\_\_\_\_

15. .7 Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

7/10 of one percent

☒ remain the same  
☐ increase by 100 percent - i.e. will double to 1.4%  
☐ decrease by \_\_\_\_\_ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a. ☒ Yes ☐ No Professional (Person, Thoy, Black)  
 b. ☒ Yes ☐ No Paraprofessional (Alcorn, Davis, Thoy)  
 c. ☒ Yes ☐ No Clerical (Bates, Davis)  
 d. ☒ Yes ☐ No Pages (Van Fossen, Brannon, Michael)

- e. Please indicate who schedules such workers:

☒ Personnel department  
☒ Direct supervisors  
☐ Administrative support staff  
☐ Other: \_\_\_\_\_

+ off-duty  
+ housekeeping  
+ security

- f. Approximately how many such workers and how many such hours did your library use last year?

20 Workers (individuals)  
6.5 hr Hours

- g. .6 What proportion of your personnel budget was used for employing such workers last year?

6/10 of one percent

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!



# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name Amarillo Public Library
2. Population Served 160,000 3. Date 05-18-93
4. Name of Person Completing Survey Greg Thomas
5. Phone (806) 378-9330 Fax (806) 378-9327

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

  X   Board (Elected        Appointed       )  
       City or County Manager  
       City or County Department Head  
       Other:   

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)

  X   Civil Service regulations  
       Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

|    | <u>Union Name</u>                               | <u>Status</u>              |
|----|---|----------------------------|
| a. | <u>  </u> | Library Specific/City Wide |
| b. | <u>  </u> | Library Specific/City Wide |
| c. | <u>  </u> | Library Specific/City Wide |
| d. | <u>  </u> | Library Specific/City Wide |

Please attach a copy of your union contract to your survey form.

8.   14   Total number (FTE) of staff with MLS degree
9.     1   Total number (FTE) of security personnel (including contract)
10.   44   Total number (FTE) of other staff, excluding plant operations and maintenance workers
11.   59   Total number (FTE) of staff (a+b+c)
12.        Yes   X   No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000?  
If no, please indicate:

         X   greater proportion of MLS staff  
       smaller proportion of MLS staff



# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

|              |               |
|--------------|---------------|
| _____        | More than 80% |
| _____        | 60 - 80%      |
| _____        | 40 - 60%      |
| <u>  X  </u> | 20 - 40%      |
| _____        | Less than 20% |

14. \_\_\_\_\_ Yes   X   No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name \_\_\_\_\_ Phone \_\_\_\_\_

15.   .4   % Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

|              |                           |
|--------------|---------------------------|
| <u>  X  </u> | remain the same           |
| _____        | increase by _____ percent |
| _____        | decrease by _____ percent |

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

|    |       |     |              |    |                  |
|----|-------|-----|--------------|----|------------------|
| a. | _____ | Yes | <u>  X  </u> | No | Professional     |
| b. | _____ | Yes | <u>  X  </u> | No | Paraprofessional |
| c. | _____ | Yes | <u>  X  </u> | No | Clerical         |
| d. | _____ | Yes | <u>  X  </u> | No | Pages            |

- e. Please indicate who schedules such workers:

|       |                              |
|-------|------------------------------|
| _____ | Personnel department         |
| _____ | Direct supervisors           |
| _____ | Administrative support staff |
| _____ | Other: _____                 |

- f. Approximately how many such workers and how many such hours did your library use last year?

|       |                       |
|-------|-----------------------|
| _____ | Workers (individuals) |
| _____ | Hours                 |

- g.        % What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!



# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name ARLINGTON HEIGHTS MEMORIAL LIBRARY
2. Population Served 75,000
3. Date 5/17/93
4. Name of Person Completing Survey Kathleen Balcom
5. Phone 708/506-2610 Fax 708/506-2650

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?  
☒ Board (Elected ☒ Appointed ☐  
☐ City or County Manager  
☐ City or County Department Head  
☐ Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
 (Please check all that apply)

NA { ☐ Civil Service regulations  
☐ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

|    | <u>Union Name</u> | <u>Status</u>              |
|----|-------------------|----------------------------|
| a. | _____             | Library Specific/City Wide |
| b. | _____             | Library Specific/City Wide |
| c. | _____             | Library Specific/City Wide |
| d. | _____             | Library Specific/City Wide |

Please attach a copy of your union contract to your survey form.

8. 21.9 Total number (FTE) of staff with MLS degree
9. 1.13 Total number (FTE) of security personnel (including contract)
10. 95.1 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 118.13 Total number (FTE) of staff (a+b+c)
12. ☒ Yes ☐ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:  

☐ greater proportion of MLS staff  
☐ smaller proportion of MLS staff



# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

|                                     |               |
|-------------------------------------|---------------|
| <input type="checkbox"/>            | More than 80% |
| <input checked="" type="checkbox"/> | 60 - 80%      |
| <input type="checkbox"/>            | 40 - 60%      |
| <input type="checkbox"/>            | 20 - 40%      |
| <input type="checkbox"/>            | Less than 20% |

14. ☒ Yes ☐ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name Ed Blomberg Phone 708/506-2648

15. 2.8 Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

|                                     |                                 |
|-------------------------------------|---------------------------------|
| <input type="checkbox"/>            | remain the same                 |
| <input checked="" type="checkbox"/> | increase by <u>50%</u> percent  |
| <input type="checkbox"/>            | decrease by <u>    </u> percent |

*The question is unclear to me so here is the raw data, too:*  
*Personnel = \$3,056,064*  
*Staff devel. costs = \$84,385, of which \$30,000 is in salary.*

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

|    |   |                             |                  |
|----|---|-----------------------------|------------------|
| a. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | Professional     |
| b. | <input type="checkbox"/> Yes            | <input type="checkbox"/> No | Paraprofessional |
| c. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | Clerical         |
| d. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | Pages            |

*} tend to be seasonal replacements*

- e. Please indicate who schedules such workers:

|                                     |   |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Personnel department                                    |
| <input type="checkbox"/>            | Direct supervisors (with budget approval by dept. head) |
| <input type="checkbox"/>            | Administrative support staff                            |
| <input type="checkbox"/>            | Other: <u>                                </u>          |

- f. Approximately how many such workers and how many such hours did your library use last year?

|            |                       |
|------------|-----------------------|
| <u>3</u>   | Workers (individuals) |
| <u>600</u> | Hours                 |

- g. 0.2 What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!



# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name Atlanta-Pulton Public Library
2. Population Served 682,490 3. Date May 24, 1993
4. Name of Person Completing Survey Joanne Williams
5. Phone 404/730-1871 404/730-1877

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?  
☒ Board (Elected ☐ Appointed ☒  
☐ City or County Manager  
☐ City or County Department Head  
☐ Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)  
☒ Civil Service regulations  
☐ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

|    | Union Name                             | Status                            |
|----|--|-----------------------------------|
| a. | <u>GSEU/SEIU Local 1985</u>            | <u>Library Specific/City Wide</u> |
| b. | <u>(Georgia State Employees Union/</u> | <u>Library Specific/City Wide</u> |
| c. | <u>Service Employees International</u> | <u>Library Specific/City Wide</u> |
| d. | <u>Union)</u>                          | <u>Library Specific/City Wide</u> |

Please attach a copy of your union contract to your survey form.

8. 137 Total number (FTE) of staff with MLS degree
9. 21 Total number (FTE) of security personnel (including contract)
10. 294 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 452 Total number (FTE) of staff (a+b+c)
12. ☒ Yes ☐ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

☐ greater proportion of MLS staff  
☐ smaller proportion of MLS staff



## ***Urban Libraries Council Frequent Fast Facts Survey***

**Page 2**

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

|           |               |
|-----------|---------------|
| <u>XX</u> | More than 80% |
| _____     | 60 - 80%      |
| _____     | 40 - 60%      |
| _____     | 20 - 40%      |
| _____     | Less than 20% |

14.        Yes XX No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name \_\_\_\_\_ Phone \_\_\_\_\_

15. 36% Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

XX remain the same  
 \_\_\_\_\_ increase by \_\_\_\_\_ percent  
 \_\_\_\_\_ decrease by \_\_\_\_\_ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

|    |             |     |             |    |                  |
|----|-------------|-----|-------------|----|------------------|
| a. | <u>    </u> | Yes | <u>    </u> | No | Professional     |
| b. | <u>XX</u>   | Yes | <u>    </u> | No | Paraprofessional |
| c. | <u>XX</u>   | Yes | <u>    </u> | No | Clerical         |
| d. | <u>    </u> | Yes | <u>    </u> | No | Pages            |

- g. Please indicate who schedules such workers:

XX  
Personnel department  
Direct supervisors  
Administrative support staff  
Other:

- f. Approximately how many such workers and how many such hours did your library use last year?

138                      Workers (individuals)  
166.445                  Hours

9. 6.7% What proportion of your personnel budget was used for employing such workers last year?

**Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Fact<sup>®</sup> Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!**



# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name Baltimore County Public Library
2. Population Served 702,852 3. Date 5/20/93
4. Name of Person Completing Survey Lynn Schule
5. Phone (410) 887-6177 Fax (410) 887-6103

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?
- X   Board (Elected        Appointed   X  )
- City or County Manager
- City or County Department Head
- Other:

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)
- Civil Service regulations
- Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

|    | <u>Union Name</u>                       | <u>Status</u>              |
|----|---|----------------------------|
| a. | <u>                                </u> | Library Specific/City Wide |
| b. | <u>                                </u> | Library Specific/City Wide |
| c. | <u>                                </u> | Library Specific/City Wide |
| d. | <u>                                </u> | Library Specific/City Wide |

Please attach a copy of your union contract to your survey form.

8.   42   Total number (FTE) of staff with MLS degree
9.   3.12   Total number (FTE) of security personnel (including contract)
10.   428.25   Total number (FTE) of other staff, excluding plant operations and maintenance workers
11.   473.37   Total number (FTE) of staff (a+b+c)
12.   X   Yes        No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

       greater proportion of MLS staff

       smaller proportion of MLS staff



# Urban Libraries Council Frequent Fast Facts Survey

Page 2

RECEIVED Nov 17 1993 **STAFFING**

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

|               |               |
|---------------|---------------|
| <u>      </u> | More than 80% |
| <u>  X  </u>  | 60 - 80%      |
| <u>      </u> | 40 - 60%      |
| <u>      </u> | 20 - 40%      |
| <u>      </u> | Less than 20% |

14.   X   Yes        No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name Kenna Forsyth Phone (410) 887-6177

15.   1.5   % Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

|               |                                   |
|---------------|-----------------------------------|
| <u>  X  </u>  | remain the same                   |
| <u>      </u> | increase by <u>      </u> percent |
| <u>      </u> | decrease by <u>      </u> percent |

16. For each category of staff, please indicate if your library uses substitutes, on call, or ~~temporary~~ workers. hourly

|    |              |     |               |    |                  |
|----|--------------|-----|---------------|----|------------------|
| a. | <u>  X  </u> | Yes | <u>      </u> | No | Professional     |
| b. | <u>  X  </u> | Yes | <u>      </u> | No | Paraprofessional |
| c. | <u>  X  </u> | Yes | <u>      </u> | No | Clerical         |
| d. | <u>  X  </u> | Yes | <u>      </u> | No | Pages            |

- e. Please indicate who schedules such workers:

|               |  |
|---------------|--|
| <u>      </u> | Personnel department                           |
| <u>  X  </u>  | Direct supervisors                             |
| <u>      </u> | Administrative support staff                   |
| <u>      </u> | Other: <u>                                </u> |

- f. Approximately how many such workers and how many such hours did your library use last year?

|                |                       |
|----------------|-----------------------|
| <u>  418  </u> | Workers (individuals) |
| <u>309,920</u> | Hours                 |

- g.   15   % What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!



# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name BROOKLYN PUBLIC LIBRARY
2. Population Served 2,300,664 3. Date 5/25/93
4. Name of Person Completing Survey ROY D. MILLER
5. Phone 718-780-7808 Fax 718-398-3947

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

X Board (Elected \_\_\_\_\_ Appointed X )  
\_\_\_\_ City or County Manager  
\_\_\_\_ City or County Department Head  
\_\_\_\_ Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)

\_\_\_\_ Civil Service regulations  
X Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

|    | Union Name                      | Status                             |
|----|---------------------------------|------------------------------------|
| a. | Local 1482, District Council 37 |                                    |
| b. | AFSCME, AFL-CIO                 | Library Specific/ <u>City Wide</u> |
| c. | _____                           | Library Specific/City Wide         |
| d. | _____                           | Library Specific/City Wide         |

Please attach a copy of your union contract to your survey form. N/A

8. 315 Total number (FTE) of staff with MLS degree
9. 82 Total number (FTE) of security personnel (including contract)
10. 454 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 851 Total number (FTE) of staff (a+b+c)
12. X Yes \_\_\_\_\_ No \_\_\_\_\_ If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

\_\_\_\_ greater proportion of MLS staff  
\_\_\_\_ smaller proportion of MLS staff

BEST COPY AVAILABLE



## STAFFING

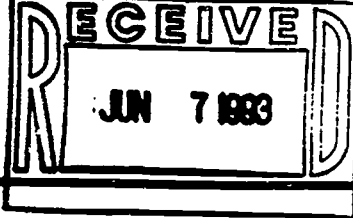
N/A

**X**



ERIC  
Full Text Provided by ERIC





# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name Broward County Libraries
2. Population Served 1,322,044 3. Date 5-26-93
4. Name of Person Completing Survey Jean R. Anderson
5. Phone 305-357-5995 Fax 305-357-7399

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

       Board (Elected        Appointed       )  
  X   City or County Manager  
       City or County Department Head  
       Other:                                 

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)

  X   Civil Service regulations  
       Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

|    | <u>Union Name</u>                                       | <u>Status</u>                     |
|----|---|-----------------------------------|
| a. | <u>Amalgamated Transit, AFL-CIO-CLC</u>                 | <u>Library Specific/City Wide</u> |
| b. | <u>  </u> | <u>Library Specific/City Wide</u> |
| c. | <u>  </u> | <u>Library Specific/City Wide</u> |
| d. | <u>  </u> | <u>Library Specific/City Wide</u> |

Please attach a copy of your union contract to your survey form.

8. 106 Total number (FTE) of staff with MLS degree
9. 5 Total number (FTE) of security personnel (including contract)
10. 440 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 551 Total number (FTE) of staff (a+b+c)
12.        Yes   X   No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

         X   greater proportion of MLS staff  
       smaller proportion of MLS staff



# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

\_\_\_\_ More than 80%  
\_\_\_\_ 60 - 80%  
X 40 - 60%  
\_\_\_\_ 20 - 40%  
\_\_\_\_ Less than 20%

14. X Yes \_\_\_\_ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name D. Field, Assoc. Dir. for Support Svcs. Phone 305-357-7385

15. .4674% Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

X remain the same  
\_\_\_\_ increase by \_\_\_\_ percent  
\_\_\_\_ decrease by \_\_\_\_ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a. X Yes \_\_\_\_ No Professional  
b. \_\_\_\_ Yes \_\_\_\_ No Paraprofessional  
c. X Yes \_\_\_\_ No Clerical  
d. \_\_\_\_ Yes \_\_\_\_ No Pages

- e. Please indicate who schedules such workers:

\_\_\_\_ Personnel department  
X Direct supervisors  
\_\_\_\_ Administrative support staff  
\_\_\_\_ Other: \_\_\_\_\_

- f. Approximately how many such workers and how many such hours did your library use last year? - FY'92

one Workers (individuals)  
127 Hours

- g. .00782% What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!



# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name Buffalo and Erie County Public Library
2. Population Served 968,532 3. Date 5/18/93
4. Name of Person Completing Survey Ruth A. Collins, Assistant Deputy Director,
5. Phone 1-716-858-7174 Fax 1-716-858-6211 Personnel Services

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

X Board (Elected \_\_\_\_\_ Appointed X)  
 \_\_\_\_\_ City or County Manager  
 \_\_\_\_\_ City or County Department Head  
 \_\_\_\_\_ Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
 (Please check all that apply)

X Civil Service regulations  
X Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

|    | <u>Union Name</u>                 | <u>Status</u>           | <u>County</u>      |
|----|-----------------------------------|-------------------------|--------------------|
| a. | <u>Librarians Association</u>     | <u>Library Specific</u> | <u>City Wide</u> ) |
| b. | <u>CSEA (Clerical staff)</u>      | <u>Library Specific</u> | <u>City Wide</u> ) |
| c. | <u>AFSCME (blue collar staff)</u> | <u>Library Specific</u> | <u>City Wide</u> ) |
| d. |                                   | <u>Library Specific</u> | <u>City Wide</u> ) |

Please attach a copy of your union contract to your survey form.

\*not available for CSEA and AFSCME

8. 167 Total number (FTE) of staff with MLS degree
9. 20.5 Total number (FTE) of security personnel (including contract)
10. 197 Total number (FTE) of other staff, excluding plant operations and maintenance workers and Library Pages
11. 384.5 Total number (FTE) of staff (a+b+c)
12. X Yes \_\_\_\_\_ No \_\_\_\_\_ If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

\_\_\_\_\_ greater proportion of MLS staff  
 \_\_\_\_\_ smaller proportion of MLS staff



# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

|              |               |
|--------------|---------------|
| _____        | More than 80% |
| <u>  X  </u> | 60 - 80%      |
| _____        | 40 - 60%      |
| _____        | 20 - 40%      |
| _____        | Less than 20% |

14. \_\_\_\_\_ Yes   X   No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name \_\_\_\_\_ Phone \_\_\_\_\_

15.   0  % Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will: a small amount of

|       |                           |   |
|-------|---------------------------|---|
| _____ | remain the same           | We have used private funds for this purpose. The future is undecided. |
| _____ | increase by _____ percent |   |
| _____ | decrease by _____ percent |   |

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

|    |       |     |              |    |                  |
|----|-------|-----|--------------|----|------------------|
| a. | _____ | Yes | <u>  X  </u> | No | Professional     |
| b. | _____ | Yes | <u>  X  </u> | No | Paraprofessional |
| c. | _____ | Yes | <u>  X  </u> | No | Clerical         |
| d. | _____ | Yes | <u>  X  </u> | No | Pages            |

- e. Please indicate who schedules such workers:

|       |                              |
|-------|------------------------------|
| _____ | Personnel department         |
| _____ | Direct supervisors           |
| _____ | Administrative support staff |
| _____ | Other: _____                 |

- f. Approximately how many such workers and how many such hours did your library use last year?

|       |                       |
|-------|-----------------------|
| _____ | Workers (individuals) |
| _____ | Hours                 |

- g.       % What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!



## STAFFING

1. Library Name Carnegie Library of Pittsburgh  
2. Population Served 1,336,449 3. Date May 24, 1943  
4. Name of Person Completing Survey Robert B. Croneberger, Director  
5. Phone 412-622-3100 Fax 412-622-6278

6. To whom does the Library Director report?

X Board (Elected                      Appointed                     ) *negative - 1/2 elected*  
                     City or County Manager *overrule*  
                     City or County Department Head *1/2 like form*  
                     Other:

7. Are the majority of your library employees subject to: *NA*.  
(Please check all that apply)

\_\_\_\_\_ Civil Service regulations  
\_\_\_\_\_ Union or other authorized bargaining unit contracts. If  
\_\_\_\_\_ applicable, please give the union name and circle the  
\_\_\_\_\_ appropriate status:

|    | <u>Union Name</u> | <u>Status</u>              |
|----|-------------------|----------------------------|
| a. | _____             | Library Specific/City Wide |
| b. | _____             | Library Specific/City Wide |
| c. | _____             | Library Specific/City Wide |
| d. | _____             | Library Specific/City Wide |

8. 108 Total number (FTE) of staff with MLS degree

9. 3 Total number (FTE) of security personnel (including contract)

10. 189 Total number (FTE) of other staff, excluding plant operations and maintenance workers

11. 300 Total number (FTE) of staff (a+b+c)

12.      Yes X No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

43



# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

☐ More than 80%  
☐ 60 - 80%  
☒ 40 - 60%  
☐ 20 - 40%  
☐ Less than 20%

14. ☐ Yes ☒ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name \_\_\_\_\_ Phone \_\_\_\_\_

15. 1 Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

☒ remain the same  
☐ increase by 2 percent = 3% of budget (2+1)  
☐ decrease by \_\_\_\_\_ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a. ☒ Yes ☐ No Professional  
 b. ☐ Yes ☐ No Paraprofessional  
 c. ☐ Yes ☐ No Clerical  
 d. ☐ Yes ☐ No Pages

- e. Please indicate who schedules such workers:

☒ Personnel department  
☐ Direct supervisors  
☐ Administrative support staff  
☐ Other: \_\_\_\_\_

- f. Approximately how many such workers and how many such hours did your library use last year?

200 Workers (individuals)  
140,000 Hours

- g. 12.5 What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!



# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name Public Library of Cincinnati and Hamilton County
2. Population Served 866,228      3. Date May 24, 1993
4. Name of Person Completing Survey Robert D. Stonestreet, Director/Clerk-Treasurer
5. Phone 513-369-6972      Fax 513-369-6993

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

  X        Board (Elected        Appointed   X  )  
            City or County Manager  
            City or County Department Head  
            Other:                                 

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:      N/A  
(Please check all that apply)

            Civil Service regulations  
            Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

|    | <u>Union Name</u>                       | <u>Status</u>              |
|----|---|----------------------------|
| a. | <u>                                </u> | Library Specific/City Wide |
| b. | <u>                                </u> | Library Specific/City Wide |
| c. | <u>                                </u> | Library Specific/City Wide |
| d. | <u>                                </u> | Library Specific/City Wide |

Please attach a copy of your union contract to your survey form.

8.   172   Total number (FTE) of staff with MLS degree
9.    12   Total number (FTE) of security personnel (including contract)
10. 434.485 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 618.485 Total number (FTE) of staff (a+b+c)
12.        Yes   X   No      If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:  

X        greater proportion of MLS staff  
            smaller proportion of MLS staff



# ***Urban Libraries Council Frequent Fast Facts Survey***

**Page 2**

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

|       |               |
|-------|---------------|
| X     | More than 80% |
| _____ | 60 - 80%      |
| _____ | 40 - 60%      |
| _____ | 20 - 40%      |
| _____ | Less than 20% |

14.   X   Yes        No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name Thomas R. Moorman Phone 513-369-6968

15. .3 Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

    X     remain the same  
           increase by .7 percent  
           decrease by        percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

- |    |       |     |   |    |                  |
|----|-------|-----|---|----|------------------|
| a. | _____ | Yes | X | No | Professional     |
| b. | _____ | Yes | X | No | Paraprofessional |
| c. | _____ | Yes | X | No | Clerical         |
| d. | _____ | Yes | X | No | Pages            |

- e. Please indicate who schedules such workers:

\_\_\_\_ Personnel department  
\_\_\_\_ Direct supervisors  
\_\_\_\_ Administrative support staff  
\_\_\_\_ Other: \_\_\_\_\_

- f. Approximately how many such workers and how many such hours did your library use last year?

Workers (individuals)  
Hours

9. \_\_\_\_\_ What proportion of your personnel budget was used for employing such workers last year?

**Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!**



# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name CLEVELAND PUBLIC LIBRARY
2. Population Served 505,616 3. Date 5/19/93
4. Name of Person Completing Survey Joan Brown, Personnel Officer
5. Phone (216) 623-2800 Fax (216) 623-7015

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

X Board (Elected        Appointed X)  
       City or County Manager  
       City or County Department Head  
       Other:                                 

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)

X Civil Service regulations  
       Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

Union Name

Status

- |    |   |                              |
|----|---|------------------------------|
| a. | <u>District 925, SEIU</u>               | (Library Specific) City Wide |
| b. | <u>                                </u> | Library Specific/City Wide   |
| c. | <u>                                </u> | Library Specific/City Wide   |
| d. | <u>                                </u> | Library Specific/City Wide   |

Please attach a copy of your union contract to your survey form.

8. 116 Total number (FTE) of staff with MLS degree
9. 15 Total number (FTE) of security personnel (including contract)
10. 360 Total number (FTE) of other staff, excluding <sup>(67)</sup> plant operations and maintenance workers (includes pages)
11. 558 Total number (FTE) of staff (a+b+c)
12. X Yes        No        If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000?  
If no, please indicate:

       greater proportion of MLS staff  
       smaller proportion of MLS staff



***Urban Libraries Council  
Frequent Fast Facts Survey***

**Page 2**

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

|                   |               |
|-------------------|---------------|
| <u>    X    </u>  | More than 80% |
| <u>          </u> | 60 - 80%      |
| <u>          </u> | 40 - 60%      |
| <u>          </u> | 20 - 40%      |
| <u>          </u> | Less than 20% |

14. \_\_\_\_\_ Yes X No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name \_\_\_\_\_ Phone \_\_\_\_\_

15.      \* Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will: \* We do not quantify separately

    X     remain the same  
           increase by \_\_\_\_\_ percent  
           decrease by \_\_\_\_\_ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

- a. X Yes      No Professional  
b. X Yes      No Paraprofessional  
c. X Yes      No Clerical  
d. X Yes      No Pages (all pages)

- e. Please indicate who schedules such workers:

Personnel department  
Direct supervisors  
Administrative support staff  
Other:

- f. Approximately how many such workers and how many such hours did your library use last year?

|            |                       |
|------------|-----------------------|
| <u>183</u> | Workers (individuals) |
| 148.510    | Hours                 |

- g. 6.8% What proportion of your personnel budget was used for employing such workers last year?

**Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!**



# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name Columbus Metropolitan Library  
 2. Population Served 500,000 3. Date 5-24-93  
 4. Name of Person Completing Survey Larry D. Black  
 5. Phone (614) 645-2800 Fax (614) 645-2050

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

☒ Board (Elected ☐ Appointed ☒  
☐ City or County Manager  
☐ City or County Department Head  
☐ Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
 (Please check all that apply)

☐ Civil Service regulations  
☐ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

Library Policy  
 Union Name \_\_\_\_\_ Status \_\_\_\_\_

- a. \_\_\_\_\_ Library Specific/City Wide  
 b. \_\_\_\_\_ Library Specific/City Wide  
 c. \_\_\_\_\_ Library Specific/City Wide  
 d. \_\_\_\_\_ Library Specific/City Wide

Please attach a copy of your union contract to your survey form.

8. 163 Total number (FTE) of staff with MLS degree  
 9. 14 Total number (FTE) of security personnel (including contract)  
 10. 366 Total number (FTE) of other staff, excluding plant operations and maintenance workers  
 11. 543 Total number (FTE) of staff (a+b+c)  
 12. X Yes ☐ No ☐ If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000?  
 If no, please indicate:

☐ greater proportion of MLS staff  
☐ smaller proportion of MLS staff



# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

|                                     |               |
|-------------------------------------|---------------|
| <input type="checkbox"/>            | More than 80% |
| <input checked="" type="checkbox"/> | 60 - 80%      |
| <input type="checkbox"/>            | 40 - 60%      |
| <input type="checkbox"/>            | 20 - 40%      |
| <input type="checkbox"/>            | Less than 20% |

14. ☒ Yes ☐ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name \_\_\_\_\_ Phone \_\_\_\_\_

15. 2% Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

|                                     |                           |
|-------------------------------------|---------------------------|
| <input checked="" type="checkbox"/> | remain the same           |
| <input type="checkbox"/>            | increase by _____ percent |
| <input type="checkbox"/>            | decrease by _____ percent |

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

|    |   |                             |                  |
|----|---|-----------------------------|------------------|
| a. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | Professional     |
| b. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | Paraprofessional |
| c. | <input type="checkbox"/> Yes            | <input type="checkbox"/> No | Clerical         |
| d. | <input type="checkbox"/> Yes            | <input type="checkbox"/> No | Pages            |

- e. Please indicate who schedules such workers:

|                                     |                              |
|-------------------------------------|------------------------------|
| <input type="checkbox"/>            | Personnel department         |
| <input type="checkbox"/>            | Direct supervisors           |
| <input checked="" type="checkbox"/> | Administrative support staff |
| <input type="checkbox"/>            | Other: _____                 |

- f. Approximately how many such workers and how many such hours did your library use last year?

|              |                       |
|--------------|-----------------------|
| <u>20</u>    | Workers (individuals) |
| <u>5,000</u> | Hours                 |

- g. 75% approx What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!



# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name Cuyahoga County Public Library  
 2. Population Served 600,000+ 3. Date May 18, 1993  
 4. Name of Person Completing Survey Claudia Muller  
 5. Phone 216-749-9490 Fax 216-398-1800

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

☒ Board (Elected ☐ Appointed ☒  
☐ City or County Manager  
☐ City or County Department Head  
☐ Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
 (Please check all that apply)

☒ Civil Service regulations  
☐ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

|    | Union Name      | Status                             |
|----|-----------------|------------------------------------|
| a. | <u>CCLU/925</u> | <u>Library Specific</u> /City Wide |
| b. | _____           | Library Specific/City Wide         |
| c. | _____           | Library Specific/City Wide         |
| d. | _____           | Library Specific/City Wide         |

Please attach a copy of your union contract to your survey form.

8. 146.75 Total number (FTE) of staff with MLS degree  
 9. -0- Total number (FTE) of security personnel (including contract)  
 10. 435.45 Total number (FTE) of other staff, excluding plant operations and maintenance workers  
 11. 582.2 Total number (FTE) of staff (a+b+c)  
 12. ☒ Yes ☐ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000?  
 If no, please indicate:

\_\_\_\_\_ greater proportion of MLS staff  
 \_\_\_\_\_ smaller proportion of MLS staff



# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

|                                     |               |
|-------------------------------------|---------------|
| <input checked="" type="checkbox"/> | More than 80% |
| <input type="checkbox"/>            | 60 - 80%      |
| <input type="checkbox"/>            | 40 - 60%      |
| <input type="checkbox"/>            | 20 - 40%      |
| <input type="checkbox"/>            | Less than 20% |

14. ☒ Yes ☐ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name Position vacant - applicants being interviewed June 8 + 9 Phone

15. .4 Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

|                                     |                                |
|-------------------------------------|--------------------------------|
| <input checked="" type="checkbox"/> | remain the same                |
| <input type="checkbox"/>            | increase by <u>750</u> percent |
| <input type="checkbox"/>            | decrease by <u></u> percent    |

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

|    |   |                             |                  |
|----|---|-----------------------------|------------------|
| a. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | Professional     |
| b. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | Paraprofessional |
| c. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | Clerical         |
| d. | <input type="checkbox"/> Yes            | <input type="checkbox"/> No | Pages            |

- e. Please indicate who schedules such workers:

|                                     |  |
|-------------------------------------|--|
| <input type="checkbox"/>            | Personnel department                     |
| <input type="checkbox"/>            | Direct supervisors                       |
| <input type="checkbox"/>            | Administrative support staff             |
| <input checked="" type="checkbox"/> | Other: <u>Branch manager or designee</u> |

- f. Approximately how many such workers and how many such hours did your library use last year?

|               |                       |
|---------------|-----------------------|
| <u>106</u>    | Workers (individuals) |
| <u>22,237</u> | Hours                 |

- g. 1.3 What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!



# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name Davenport Public Library
2. Population Served 95,333 3. Date 5/21/93
4. Name of Person Completing Survey Kay K. Runge/Mary Heinzman
5. Phone 319-326-7841 Fax 319-326-7809

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

☒ Board (Elected        Appointed ☒)  
       City or County Manager  
       City or County Department Head  
       Other:                                 

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)

☒ Civil Service regulations  
       Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

|    | <u>Union Name</u>                       | <u>Status</u>                     |
|----|---|-----------------------------------|
| a. | <u>AFSCME</u>                           | <u>Library Specific/City Wide</u> |
| b. | <u>                                </u> | <u>Library Specific/City Wide</u> |
| c. | <u>                                </u> | <u>Library Specific/City Wide</u> |
| d. | <u>                                </u> | <u>Library Specific/City Wide</u> |

Please attach a copy of your union contract to your survey form.

8. 14 Total number (FTE) of staff with MLS degree
9. 1 Total number (FTE) of security personnel (including contract)
10. 30 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 45 Total number (FTE) of staff (a+b+c)
12. ☒ Yes ☐ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000?  
If no, please indicate:

       greater proportion of MLS staff  
       smaller proportion of MLS staff

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# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

|                                     |               |
|-------------------------------------|---------------|
| <input checked="" type="checkbox"/> | More than 80% |
| <input type="checkbox"/>            | 60 - 80%      |
| <input type="checkbox"/>            | 40 - 60%      |
| <input type="checkbox"/>            | 20 - 40%      |
| <input type="checkbox"/>            | Less than 20% |

14. ☒ Yes ☐ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name Mary Heinzman

phone 319-326-7838

15. .2% Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

|                                     |                                   |
|-------------------------------------|-----------------------------------|
| <input checked="" type="checkbox"/> | remain the same                   |
| <input type="checkbox"/>            | increase by <u>      </u> percent |
| <input type="checkbox"/>            | decrease by <u>      </u> percent |

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

|    |   |  |  |
|----|---|--|--|
| a. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            | Professional (Sunday Librarian to work with regular Librarian) |
| b. | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No | Paraprofessional   |
| c. | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No | Clerical   |
| d. | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No | Pages  |
|    | <input checked="" type="checkbox"/>     |  | Bookmobile Driver, Substitute                                  |

- e. Please indicate who schedules such workers:

|                                     |  |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | Personnel department                           |
| <input type="checkbox"/>            | Direct supervisors                             |
| <input type="checkbox"/>            | Administrative support staff                   |
| <input type="checkbox"/>            | Other: <u>                                </u> |

- f. Approximately how many such workers and how many such hours did your library use last year?

|            |                       |
|------------|-----------------------|
| <u>2</u>   | Workers (individuals) |
| <u>250</u> | Hours                 |

- g. .003% What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!



# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name DATON + MONTGOMERY COUNTY PUBLIC LIBRARY
2. Population Served 573,809
3. Date 5-19-93
4. Name of Person Completing Survey JOHN WALLACH
5. Phone 513-227-9500 Fax 513-227-9539

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

☒ Board (Elected ☐ Appointed ☒  
☐ City or County Manager  
☐ City or County Department Head  
☐ Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)

☒ Civil Service regulations  
☐ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

DISTRICT 92/DATON  
 Union Name SERVICE EMPLOYEES INTERNATIONAL UNION Status  
 a. Library Specific City Wide  
 b. Library Specific City Wide  
 c. Library Specific City Wide  
 d. Library Specific City Wide

Please attach a copy of your union contract to your survey form.

8. 55 Total number (FTE) of staff with MLS degree
9. 4 Total number (FTE) of security personnel (including contract)
10. 249 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 308 Total number (FTE) of staff (a+b+c)
12. ☒ Yes ☐ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000?  
If no, please indicate:

☐ greater proportion of MLS staff  
☐ smaller proportion of MLS staff



# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

☒ More than 80%  
☐ 60 - 80%  
☐ 40 - 60%  
☐ 20 - 40%  
☐ Less than 20%

14. ☒ Yes ☐ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name BARBARA KUHNS, TRAINING SPECIALIST Phone 513-227-9500

15. 1 Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

☒ remain the same  
☐ increase by 9 percent  
☐ decrease by      percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a. ☒ Yes ☐ No Professional  
 b. ☒ Yes ☐ No Paraprofessional  
 c. ☒ Yes ☐ No Clerical  
 d. ☐ Yes ☒ No Pages

- e. Please indicate who schedules such workers:

☒ Personnel department  
☐ Direct supervisors  
☐ Administrative support staff  
☐ Other:                     

- f. Approximately how many such workers and how many such hours did your library use last year?

42 Workers (individuals)  
34250 Hours

- g. 3.6% What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!



# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name DeKalb County Public Library
2. Population Served 564,681 3. Date 5/18/93
4. Name of Person Completing Survey Alice Smith
5. Phone (404) 370-8450 Fax (404) 370-8469

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

X Board (Elected        Appointed X)  
       City or County Manager  
       City or County Department Head  
       Other:                                 

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)

X Civil Service regulations DeKalb County Personnel Code  
       Union or other authorized bargaining unit contracts. If  
 applicable, please give the union name and circle the  
 appropriate status:

|    | <u>Union Name</u>                       | <u>Status</u>              |
|----|---|----------------------------|
| a. | <u>                                </u> | Library Specific/City Wide |
| b. | <u>                                </u> | Library Specific/City Wide |
| c. | <u>                                </u> | Library Specific/City Wide |
| d. | <u>                                </u> | Library Specific/City Wide |

Please attach a copy of your union contract to your survey form.

8. 47 Total number (FTE) of staff with MLS degree
9. 2 Total number (FTE) of security personnel (including contract)
10. 126 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 175 Total number (FTE) of staff (a+b+c)
12. X Yes        No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000?  
If no, please indicate:

       greater proportion of MLS staff  
       smaller proportion of MLS staff



# Urban Libraries Council Frequent Fast Facts Survey

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## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

|               |               |
|---------------|---------------|
| <u>      </u> | More than 80% |
| <u>      </u> | 60 - 80%      |
| <u>  X  </u>  | 40 - 60%      |
| <u>      </u> | 20 - 40%      |
| <u>      </u> | Less than 20% |

14.   X   Yes        No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name Martha Goodson

Phone (404) 370-8457

15.   .79   Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

|               |                                   |
|---------------|-----------------------------------|
| <u>  X  </u>  | remain the same                   |
| <u>      </u> | increase by <u>      </u> percent |
| <u>      </u> | decrease by <u>      </u> percent |

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

|    |               |     |               |    |                  |
|----|---------------|-----|---------------|----|------------------|
| a. | <u>      </u> | Yes | <u>  X  </u>  | No | Professional     |
| b. | <u>      </u> | Yes | <u>  X  </u>  | No | Paraprofessional |
| c. | <u>  X  </u>  | Yes | <u>      </u> | No | Clerical         |
| d. | <u>  X  </u>  | Yes | <u>      </u> | No | Pages            |

- e. Please indicate who schedules such workers:

|               |  |
|---------------|--|
| <u>      </u> | Personnel department                           |
| <u>  X  </u>  | Direct supervisors                             |
| <u>      </u> | Administrative support staff                   |
| <u>      </u> | Other: <u>                                </u> |

- f. Approximately how many such workers and how many such hours did your library use last year?

|                   |                       |
|-------------------|-----------------------|
| <u>  22  </u> FTE | Workers (individuals) |
| <u>45,514</u>     | Hours                 |

- g.   4.9   What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!



# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name DENVER PUBLIC LIBRARY  
2. Population Served \_\_\_\_\_ 3. Date \_\_\_\_\_  
4. Name of Person Completing Survey RICK ASHTON  
5. Phone 303 640-8890 Fax 303 575-3034

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?  
☒ Board (Elected \_\_\_\_\_ Appointed ☒  
☐ City or County Manager  
☐ City or County Department Head  
☐ Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)  
☒ Civil Service regulations  
☐ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

|    | Union Name | Status                     |
|----|------------|----------------------------|
| a. | <u>ALA</u> | Library Specific/City Wide |
| b. | _____      | Library Specific/City Wide |
| c. | _____      | Library Specific/City Wide |
| d. | _____      | Library Specific/City Wide |

Please attach a copy of your union contract to your survey form.

8. \_\_\_\_\_ Total number (FTE) of staff with MLS degree  
9. \_\_\_\_\_ Total number (FTE) of security personnel (including contract)  
10. \_\_\_\_\_ Total number (FTE) of other staff, excluding plant operations and maintenance workers  
11. ~~\_\_\_\_\_~~ Total number (FTE) of staff (a+b+c)  
12. ~~Yes~~ ☒ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000?  
If no, please indicate:

☒ greater proportion of MLS staff  
☐ smaller proportion of MLS staff



## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

14. ~~Yes~~ ☒ Yes ☐ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Phone 303 640-8904

15. Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

|    |                                     |     |                          |    |                  |
|----|-------------------------------------|-----|--------------------------|----|------------------|
| a. | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No | Professional     |
| b. | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No | Paraprofessional |
| c. | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No | Clerical         |
| d. | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No | Pages            |

e. Please indicate who schedules such workers:

✓ Personnel department  
✓ Direct supervisors  
Administrative support staff  
Other:

f. Approximately how many such workers and how many such hours did your library use last year?

50  
375,000

Workers (individuals)  
Hours

g. 4 What proportion of your personnel budget was used for employing such workers last year?

60



# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name Public Library of Des Moines
2. Population Served 193,187
3. Date 5-17-93
4. Name of Person Completing Survey Dorothy Slick
5. Phone 515-283-4152 Fax 515-283-4503

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

☒ Board (Elected ☐ Appointed ☒  
☐ City or County Manager  
☐ City or County Department Head  
☐ Other: \_\_\_\_\_

☒ Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)

☒ Civil Service regulations  
☒ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

|    | Union Name  | Status                            |
|----|---|-----------------------------------|
| a. | <u>Int'l. Union of Machinists and Aerospace Workers</u> | <u>Library Specific/City Wide</u> |
| b. | _____   | Library Specific/City Wide        |
| c. | _____   | Library Specific/City Wide        |
| d. | _____   | Library Specific/City Wide        |

Please attach a copy of your union contract to your survey form.

8. 40.50 Total number (FTE) of staff with MLS degree
9. 0 Total number (FTE) of security personnel (including contract)
10. 42.68 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 43.18 Total number (FTE) of staff (a+b+c)
12. ☒ Yes ☐ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000?  
If no, please indicate:

\_\_\_\_\_ greater proportion of MLS staff  
 \_\_\_\_\_ smaller proportion of MLS staff



# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

☒ More than 80%  
☐ 60 - 80%  
☐ 40 - 60%  
☐ 20 - 40%  
☐ Less than 20%

14. ☐ Yes ☒ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name \_\_\_\_\_ Phone \_\_\_\_\_

15. ☐ Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

☐ remain the same  
☐ increase by \_\_\_\_\_ percent  
☐ decrease by \_\_\_\_\_ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a. ☒ Yes ☐ No Professional  
b. ☐ Yes ☐ No Paraprofessional  
c. ☐ Yes ☐ No Clerical  
d. ☐ Yes ☐ No Pages

- e. Please indicate who schedules such workers:

☒ Personnel department  
☐ Direct supervisors  
☐ Administrative support staff  
☐ Other: \_\_\_\_\_

- f. Approximately how many such workers and how many such hours did your library use last year?

1 Workers (individuals)  
160 Hours

- g. ☐ What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!



# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name EAST BATON ROUGE PARISH LIBRARY
2. Population Served 383,000
3. Date 5/18/93
4. Name of Person Completing Survey John B. Richard, Director
5. Phone 504-389-3368 Fax 504-389-5284

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

☒ Board (Elected ☐ Appointed ☒  
☐ City or County Manager  
☐ City or County Department Head  
☐ Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)

☒ Civil Service regulations *all employees are Civil Service*  
☐ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

|    | <u>Union Name</u> | <u>Status</u>              |
|----|-------------------|----------------------------|
| a. | _____             | Library Specific/City Wide |
| b. | _____             | Library Specific/City Wide |
| c. | _____             | Library Specific/City Wide |
| d. | _____             | Library Specific/City Wide |

Please attach a copy of your union contract to your survey form.

8. 60 Total number (FTE) of staff with MLS degree
9. \* Total number (FTE) of security personnel (including contract)  
*Library has contract with off-duty deputies - no special meals*
10. 168 1/4 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 228 1/4 Total number (FTE) of staff (a+b+c)
12. ☒ Yes ☐ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000?  
If no, please indicate:

☐ greater proportion of MLS staff  
☐ smaller proportion of MLS staff



# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

☒ More than 80%  
☐ 60 - 80%  
☐ 40 - 60%  
☐ 20 - 40%  
☐ Less than 20%

14. ☐ Yes ☒ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name \_\_\_\_\_ Phone \_\_\_\_\_

15. Not kept Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

☒ remain the same  
☐ increase by \_\_\_\_\_ percent  
☐ decrease by \_\_\_\_\_ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a. ☐ Yes ☒ No Professional  
b. ☐ Yes ☒ No Paraprofessional  
c. ☐ Yes ☒ No Clerical  
d. ☐ Yes ☒ No Pages

- e. Please indicate who schedules such workers:

☐ Personnel department  
☐ Direct supervisors  
☐ Administrative support staff  
☐ Other: \_\_\_\_\_

- f. Approximately how many such workers and how many such hours did your library use last year?

None  
☐ Workers (individuals)  
☐ Hours

- g. None What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!



# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name Elilizabeth Public Library
2. Population Served 110,000 3. Date May 19, 1993
4. Name of Person Completing Survey Joseph J. Keenan, Jr.
5. Phone 908-354-6060 Fax 908-354-5845

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

☒ Board (Elected ☐ Appointed ☒  
☐ City or County Manager  
☐ City or County Department Head  
☐ Other: \_\_\_\_\_

Please attach a copy of your current organization chart. (Being Revised)

7. Are the majority of your library employees subject to:  
(Please check all that apply)

☒ Civil Service regulations  
☐ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

Union Name

Status

|    |       |                            |
|----|-------|----------------------------|
| a. | _____ | Library Specific/City Wide |
| b. | _____ | Library Specific/City Wide |
| c. | _____ | Library Specific/City Wide |
| d. | _____ | Library Specific/City Wide |

Please attach a copy of your union contract to your survey form.

Not applicatble

8. 19 Total number (FTE) of staff with MLS degree
9. 4 Total number (FTE) of security personnel (including contract)
10. 48 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 71 Total number (FTE) of staff (a+b+c)
12. ☒ Yes ☐ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000?  
If no, please indicate:

☐ greater proportion of MLS staff  
☐ smaller proportion of MLS staff



# ***Urban Libraries Council Frequent Fast Facts Survey***

**Page 2**

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

|                 |               |
|-----------------|---------------|
| <u>      </u> X | More than 80% |
| <u>      </u>   | 60 - 80%      |
| <u>      </u>   | 40 - 60%      |
| <u>      </u>   | 20 - 40%      |
| <u>      </u>   | Less than 20% |

14. \_\_\_\_\_ Yes X No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name \_\_\_\_\_ Phone \_\_\_\_\_

15. 1 Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

|                 |                             |         |
|-----------------|-----------------------------|---------|
| <u>        </u> | remain the same             |         |
| <u>  x  </u>    | increase by <u>300</u>      | percent |
| <u>        </u> | decrease by <u>        </u> | percent |

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

- |    |               |     |              |    |                  |
|----|---------------|-----|--------------|----|------------------|
| a. | <u>      </u> | Yes | <u>  X  </u> | No | Professional     |
| b. | <u>      </u> | Yes | <u>  X  </u> | No | Paraprofessional |
| c. | <u>      </u> | Yes | <u>  X  </u> | No | Clerical         |
| d. | <u>      </u> | Yes | <u>  X  </u> | No | Pages            |

6. Please indicate who schedules such workers:

\_\_\_\_ Personnel department  
\_\_\_\_ Direct supervisors  
\_\_\_\_ Administrative support staff  
\_\_\_\_ Other:

- f. Approximately how many such workers and how many such hours did your library use last year?

Workers (individuals)  
Hours

- g. \_\_\_\_\_ What proportion of your personnel budget was used for employing such workers last year?

**Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!**



# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name Enoch PRatt Free Library
2. Population Served 750,900 3. Date \_\_\_\_\_
4. Name of Person Completing Survey Paula W. Kemp
5. Phone (410)396-5519 Fax (410)396-5044

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?
- X   Board (Elected \_\_\_\_\_ Appointed   X  )
- City or County Manager
- City or County Department Head
- Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)
- X   Civil Service regulations
- Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

|    | <u>Union Name</u> | <u>Status</u>              |
|----|-------------------|----------------------------|
| a. | _____             | Library Specific/City Wide |
| b. | _____             | Library Specific/City Wide |
| c. | _____             | Library Specific/City Wide |
| d. | _____             | Library Specific/City Wide |

Please attach a copy of your union contract to your survey form.

8.   96   Total number (FTE) of staff with MLS degree
9.   4.5   Total number (FTE) of security personnel (including contract)
10.  279.5  Total number (FTE) of other staff, excluding plant operations and maintenance workers
11.  380  Total number (FTE) of staff (a+b+c)
12.        Yes   X   No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000?  
If no, please indicate:

  X   greater proportion of MLS staff

       smaller proportion of MLS staff



# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

|              |               |
|--------------|---------------|
| _____        | More than 80% |
| _____        | 60 - 80%      |
| <u>  X  </u> | 40 - 60%      |
| _____        | 20 - 40%      |
| _____        | Less than 20% |

14. \_\_\_\_\_ Yes   X   No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name \_\_\_\_\_ Phone \_\_\_\_\_

15. \_\_\_\_\_ % Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

|              |   |
|--------------|---|
| <u>  X  </u> | remain the same (Trustees, Endowment & State Funds) |
| _____        | increase by _____ percent                           |
| _____        | decrease by _____ percent                           |

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

|    |              |     |       |    |                  |
|----|--------------|-----|-------|----|------------------|
| a. | <u>  X  </u> | Yes | _____ | No | Professional     |
| b. | <u>  X  </u> | Yes | _____ | No | Paraprofessional |
| c. | <u>  X  </u> | Yes | _____ | No | Clerical         |
| d. | <u>  X  </u> | Yes | _____ | No | Pages            |

- e. Please indicate who schedules such workers:

|              |                              |
|--------------|------------------------------|
| _____        | Personnel department         |
| <u>  X  </u> | Direct supervisors           |
| _____        | Administrative support staff |
| _____        | Other: _____                 |

- f. Approximately how many such workers and how many such hours did your library use last year?

|       |                       |
|-------|-----------------------|
| _____ | Workers (individuals) |
| _____ | Hours                 |

- g. \_\_\_\_\_ % What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!



# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name Eugene Public Library
2. Population Served 120,000 (est. by July 1) 3. Date May 20, 1993
4. Name of Person Completing Survey Carol Hildebrand
5. Phone (503) 687-5454 Fax (503) 341-5898

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

       Board (Elected        Appointed       )  
  X   City or County Manager  
       City or County Department Head  
       Other:                                 

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)

  X   Civil Service regulations  
       Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

|    | <u>Union Name</u>                       | <u>Status</u>                     |
|----|---|-----------------------------------|
| a. | <u>AFSCME</u>                           | Library Specific <u>City Wide</u> |
| b. | <u>                                </u> | Library Specific/City Wide        |
| c. | <u>                                </u> | Library Specific/City Wide        |
| d. | <u>                                </u> | Library Specific/City Wide        |

Please attach a copy of your union contract to your survey form.

8. 14 Total number (FTE) of staff with MLS degree
9. -0- Total number (FTE) of security personnel (including contract)
10. 33.5 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 47.5 Total number (FTE) of staff (a+b+c)
12.   X   Yes        No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000?  
If no, please indicate:

       greater proportion of MLS staff  
       smaller proportion of MLS staff



**Page 2**

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

14.        Yes   X   No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Less than

15. 1 Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

|                 |                                     |            |
|-----------------|-------------------------------------|------------|
| <u>        </u> | remain the same                     |            |
| <u>  X  </u>    | increase by <u>100</u> percent      | (we hope!) |
| <u>        </u> | decrease by <u>        </u> percent |            |

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

|    |               |     |               |    |                  |
|----|---------------|-----|---------------|----|------------------|
| a. | <u>  X  </u>  | Yes | <u>      </u> | No | Professional     |
| b. | <u>      </u> | Yes | <u>      </u> | No | Paraprofessional |
| c. | <u>  X  </u>  | Yes | <u>      </u> | No | Clerical         |
| d. | <u>  X  </u>  | Yes | <u>      </u> | No | Pages            |

e. Please indicate who schedules such workers:

     Personnel department  
  X   Direct supervisors  
     Administrative support staff  
     Other:

f. Approximately how many such workers and how many such hours did your library use last year?

17  
4,640

Workers (individuals)  
Hours

g. 2 What proportion of your personnel budget was used for employing such workers last year?

**Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!**



# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name THE FERGUSON LIBRARY
2. Population Served 109,000 3. Date 5/21/93
4. Name of Person Completing Survey Kevin McCarthy
5. Phone 203-964-1000, Ext 203 Fax 203-357-9098

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?
- X Board (Elected 5 Appointed 5)
- City or County Manager
- City or County Department Head
- Other:

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)

X Civil Service regulations

     Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

|    | <u>Union Name</u>                       | <u>Status</u>                     |
|----|---|-----------------------------------|
| a. | <u>AFSCME Local 1303-317</u>            | <u>Library Specific/City Wide</u> |
| b. | <u>                                </u> | <u>Library Specific/City Wide</u> |
| c. | <u>                                </u> | <u>Library Specific/City Wide</u> |
| d. | <u>                                </u> | <u>Library Specific/City Wide</u> |

Please attach a copy of your union contract to your survey form.

8. 35 Total number (FTE) of staff with MLS degree
9. 1.5 Total number (FTE) of security personnel (including contract)
10. 45.5 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 82 Total number (FTE) of staff (a+b+c)
12. X Yes      No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000?  
If no, please indicate:

     greater proportion of MLS staff

     smaller proportion of MLS staff



## ***Urban Libraries Council Frequent Fast Facts Survey***

**Page 2**

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

|                   |               |
|-------------------|---------------|
| <u>    X    </u>  | More than 80% |
| <u>          </u> | 60 - 80%      |
| <u>          </u> | 40 - 60%      |
| <u>          </u> | 20 - 40%      |
| <u>          </u> | Less than 20% |

14.        Yes   X   No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name \_\_\_\_\_ Phone \_\_\_\_\_

15. .5 Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

|               |                                   |
|---------------|-----------------------------------|
| <u>      </u> | remain the same                   |
| <u>  X  </u>  | increase by <u>  .5  </u> percent |
| <u>      </u> | decrease by <u>      </u> percent |

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

- |    |                                     |     |                                     |    |                  |
|----|-------------------------------------|-----|-------------------------------------|----|------------------|
| a. | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/>            | No | Professional     |
| b. | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/>            | No | Paraprofessional |
| c. | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/>            | No | Clerical         |
| d. | <input type="checkbox"/>            | Yes | <input checked="" type="checkbox"/> | No | Pages            |

- e. Please indicate who schedules such workers:

    X      
            
            
          

Personnel department  
 Direct supervisors  
 Administrative support staff  
 Other:

- f. Approximately how many such workers and how many such hours did your library use last year?

|              |                       |
|--------------|-----------------------|
| <u>20</u>    | Workers (individuals) |
| <u>2.000</u> | Hours                 |

- g. 1 What proportion of your personnel budget was used for employing such workers last year?

**Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!**



# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name FORSTH COUNTY PUBLIC LIBRARY - Winston-Salem, N.C.
2. Population Served 260,853
3. Date MAY 17, 1993
4. Name of Person Completing Survey Bill Roberts
5. Phone 919-727-2556 Fax 919-727-2549

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

☒ Board (Elected ☐ Appointed ☐  
☐ ~~City or~~ County Manager  
☐ City or County Department Head  
☐ Other: \_\_\_\_\_

☒ Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)

NO  
NO

☐ Civil Service regulations  
☐ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

COUNTY PERSONNEL  
POLICIES

|    | Union Name | Status                     |
|----|------------|----------------------------|
| a. | _____      | Library Specific/City Wide |
| b. | _____      | Library Specific/City Wide |
| c. | _____      | Library Specific/City Wide |
| d. | _____      | Library Specific/City Wide |

Please attach a copy of your union contract to your survey form.

8. 39 Total number (FTE) of staff with MLS degree (+ 4 OTHER ~ MS's in other areas)
9. 2 1/2 Total number (FTE) of security personnel (including contract)
10. 67 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 108 1/2 Total number (FTE) of staff (a+b+c)
12. ☒ Yes ☐ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000?  
If no, please indicate:

☐ greater proportion of MLS staff  
☐ smaller proportion of MLS staff



# Urban Libraries Council Frequent Fast Facts Survey

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## STAFFING

1991  
Page 7

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

☒ More than 80%  
☐ 60 - 80%  
☐ 40 - 60%  
☐ 20 - 40%  
☐ Less than 20%

14. ☐ Yes ☒ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name \_\_\_\_\_ Phone \_\_\_\_\_

15. 0.67 Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

☒ remain the same  
☐ increase by \_\_\_\_\_ percent  
☐ decrease by \_\_\_\_\_ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a. ☐ Yes ☒ No Professional  
 b. ☐ Yes ☒ No Paraprofessional  
 c. ☐ Yes ☒ No Clerical  
 d. ☐ Yes ☒ No Pages

- e. Please indicate who schedules such workers:

☐ Personnel department  
☐ Direct supervisors  
☐ Administrative support staff  
☐ Other: \_\_\_\_\_

- f. Approximately how many such workers and how many such hours did your library use last year?

☐ Workers (individuals)  
☐ Hours

- g. ☐ What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!



# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name FREE LIBRARY OF PHILADELPHIA
2. Population Served \_\_\_\_\_ 3. Date 5/27/93
4. Name of Person Completing Survey MICHAEL EDELMAN
5. Phone (215) 686-5308 Fax (215) 686-5368

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

☒ Board (Elected \_\_\_\_\_ Appointed ☒  
☐ City or County Manager  
☐ City or County Department Head  
☐ Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
 (Please check all that apply)

☒ Civil Service regulations  
☒ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

|    | <u>Union Name</u>          | <u>Status</u>                     |
|----|----------------------------|-----------------------------------|
| a. | <u>AFSCME - COUNCIL 33</u> | <u>Library Specific/City Wide</u> |
| b. | <u>AFSCME - COUNCIL 49</u> | <u>Library Specific/City Wide</u> |
| c. | _____                      | <u>Library Specific/City Wide</u> |
| d. | _____                      | <u>Library Specific/City Wide</u> |

Please attach a copy of your union contract to your survey form.

NOT AVAILABLE

8. 282.5 Total number (FTE) of staff with MLS degrees
9. 23.0 Total number (FTE) of security personnel (including contract)
10. 471.0 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 826.5 Total number (FTE) of staff (a+b+c)
12. \_\_\_\_\_ Yes ☒ No \_\_\_\_\_ If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

☒ greater proportion of MLS staff  
☐ smaller proportion of MLS staff



Urban Libraries Council  
Frequent Fast Facts Survey

Page 2

STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

☒ More than 80%  
☐ 60 - 80%  
☐ 40 - 60%  
☐ 20 - 40%  
☐ Less than 20%

14. ☒ Yes ☐ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name ANNE COGEN

Phone (215) 567-4352

15. ☒ 60% Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

☒ remain the same  
☐ increase by \_\_\_\_\_ percent  
☐ decrease by \_\_\_\_\_ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a. ☐ Yes ☒ No Professional  
b. ☐ Yes ☒ No Paraprofessional  
c. ☐ Yes ☒ No Clerical  
d. ☐ Yes ☒ No Pages

- e. Please indicate who schedules such workers:

☐ Personnel department  
☐ Direct supervisors  
☐ Administrative support staff  
☐ Other: \_\_\_\_\_

- f. Approximately how many such workers and how many such hours did your library use last year?

☐ Workers (individuals)  
☐ Hours

- g. ☐ What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!



# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name Fresno County Free Library  
 2. Population Served 730,000 3. Date 8/3/93  
 4. Name of Person Completing Survey John Kallenberg  
 5. Phone 209 488-3185 Fax 209 488-1971

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

X Board (Elected        Appointed       )  
       City or County Manager  
       City or County Department Head  
       Other:       

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
 (Please check all that apply)

X Civil Service regulations  
X Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

| Union Name  | Status                            |
|---|-----------------------------------|
| a. <u>Service Employees International (SEIU)</u>  | <u>Library Specific/City Wide</u> |
| b. <u>ASSOC. OF TRADER &amp; CRAFTS EMPLOYEES</u> | <u>Library Specific/City Wide</u> |
| c. <u>INDEPENDENT COUNTY EMPLOYEES</u>            | <u>Library Specific/City Wide</u> |
| d. <u>STATIONARY ENGINEER</u>                     | <u>Library Specific/City Wide</u> |

Please attach a copy of your union contract to your survey form.

8. 28.83 Total number (FTE) of staff with MLS degree  
 9. .7 Total number (FTE) of security personnel (including contract)  
 10. 75.05 Total number (FTE) of other staff, excluding plant operations and maintenance workers  
 11. 110.88 Total number (FTE) of staff (a+b+c)  
 12.        Yes        No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

       greater proportion of MLS staff  
       smaller proportion of MLS staff



## ***Urban Libraries Council Frequent Fast Facts Survey***

## STAFFING

Page 2

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

|       |               |
|-------|---------------|
| X     | More than 80% |
| _____ | 60 - 80%      |
| _____ | 40 - 60%      |
| _____ | 20 - 40%      |
| _____ | Less than 20% |

14.        Yes   X   No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

| Name | Phone |
|------|-------|
|------|-------|

15. 2 Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

X remain the same  
 \_\_\_\_\_ increase by \_\_\_\_\_ percent  
 \_\_\_\_\_ decrease by \_\_\_\_\_ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

|    |              |     |       |    |                  |
|----|--------------|-----|-------|----|------------------|
| a. | <del>X</del> | Yes | _____ | No | Professional     |
| b. | <del>X</del> | Yes | _____ | No | Paraprofessional |
| c. | <del>X</del> | Yes | _____ | No | Clerical         |
| d. | <del>X</del> | Yes | _____ | No | Pages            |

- e. Please indicate who schedules such workers:

Personnel department  
Direct supervisors  
Administrative support staff  
Other:

- f. Approximately how many such workers and how many such hours did your library use last year?

|            |                       |
|------------|-----------------------|
| <u>100</u> | Workers (Individuals) |
| N/A        | Hours                 |

- g. 2 What proportion of your personnel budget was used for employing such workers last year?

**Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!**



# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name Hennepin County Library, Minnetonka, MN 55305-1909  
 2. Population Served 664,048 3. Date May 26, 1993  
 4. Name of Person Completing Survey Thomas E. O'Neill, Sr. Personnel Representative  
 5. Phone (612) 541-8596 Fax (612) 541-8600

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

☒ Board (Elected \_\_\_\_\_ Appointed \_\_\_\_\_)  
☐ City or County Manager  
☐ City or County Department Head  
 Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
 (Please check all that apply)

☒ Civil Service regulations  
☒ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

|    | Union Name       | Status                             |
|----|------------------|------------------------------------|
| a. | <u>AFSCME</u>    | Library Specific/ <u>City Wide</u> |
| b. | <u>TEAMSTARS</u> | Library Specific/ <u>City Wide</u> |
| c. | _____            | Library Specific/City Wide         |
| d. | _____            | Library Specific/City Wide         |

Please attach a copy of your union contract to your survey form.

8. 81.5 Total number (FTE) of staff with MLS degree  
 9. 0 Total number (FTE) of security personnel (including contract)  
 10. 345.5 Total number (FTE) of other staff, excluding plant operations and maintenance workers  
 11. 427 Total number (FTE) of staff (a+b+c)  
 12. ☒ Yes \_\_\_\_\_ No \_\_\_\_\_ If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000?  
 If no, please indicate:

\_\_\_\_\_ greater proportion of M'S staff  
 \_\_\_\_\_ smaller proportion of MLS staff



# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

☐ More than 80%  
☐ 60 - 80%  
☐ 40 - 60%  
☐ 20 - 40%  
☐ Less than 20%

14. ☐ Yes ☒ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name \_\_\_\_\_ Phone \_\_\_\_\_

15. 33 Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

☒ remain the same  
☐ increase by 100 percent  
☐ decrease by \_\_\_\_\_ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a. ☒ Yes ☐ No Professional  
b. ☒ Yes ☐ No Paraprofessional  
c. ☒ Yes ☐ No Clerical  
d. ☒ Yes ☐ No Pages

- e. Please indicate who schedules such workers:

☒ Personnel department  
☒ Direct supervisors  
☒ Administrative support staff  
Other: \_\_\_\_\_

- f. Approximately how many such workers and how many such hours did your library use last year?

~~111~~ 111 Workers (individuals)  
~~26577~~ 26577 Hours

- g. 2.2 What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!



# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name Indianapolis - Marion County Public Library
2. Population Served 774,400 3. Date 24 MAY 93
4. Name of Person Completing Survey RAY GNAT, director
5. Phone 317/269-1722 Fax 317/269-5220

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

☒ Board (Elected ☐ Appointed ☒  
☐ City or County Manager  
☐ City or County Department Head  
☐ Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to: None  
 (Please check all that apply)

☐ Civil Service regulations  
☐ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

|    | <u>Union Name</u> | <u>Status</u>              |
|----|-------------------|----------------------------|
| a. | _____             | Library Specific/City Wide |
| b. | _____             | Library Specific/City Wide |
| c. | _____             | Library Specific/City Wide |
| d. | _____             | Library Specific/City Wide |

Please attach a copy of your union contract to your survey form. None

8. 143.1 Total number (FTE) of staff with MLS degree
9. 5.0 Total number (FTE) of security personnel (<sup>all</sup>including contract)
10. 220.3 Total number (FTE) of other staff, excluding plant operations and maintenance workers and pages
11. 368.4 Total number (FTE) of staff (<sup>a+b+c</sup>)
12. ☒ Yes ☐ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

☐ greater proportion of MLS staff  
☐ smaller proportion of MLS staff







# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name JACKSONVILLE PUBLIC LIBRARIES
2. Population Served 700,000
3. Date 5/17/93
4. Name of Person Completing Survey JUDY WILLIAMS
5. Phone 904-630-1994 Fax 904-630-2431

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

☒ Board (Elected ☐ Appointed ☒  
☐ City or County Manager  
☐ City or County Department Head  
☐ Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)

☒ Civil Service regulations  
☒ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

|    | <u>Union Name</u>                | <u>Status</u>                     |
|----|----------------------------------|-----------------------------------|
| a. | <u>Supervisors Assn. (prof.)</u> | <u>Library Specific/City Wide</u> |
| b. | <u>AFSCME (clerical)</u>         | <u>Library Specific/City Wide</u> |
| c. | _____                            | <u>Library Specific/City Wide</u> |
| d. | _____                            | <u>Library Specific/City Wide</u> |

Please attach a copy of your union contract to your survey form.

8. 88.5 Total number (FTE) of staff with MLS degree
9. 2 Total number (FTE) of security personnel (including contract)
10. 253.5 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 344.0 Total number (FTE) of staff (a+b+c)
12. \_\_\_\_\_ Yes ☒ No \_\_\_\_\_ If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

☒ greater proportion of MLS staff  
☐ smaller proportion of MLS staff



# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

☐ More than 80%  
☐ 60 - 80%  
☒ 40 - 60%  
☐ 20 - 40%  
☐ Less than 20%

14. ☒ Yes ☐ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name Lee Gragg Phone 630-1991

15. ☒ Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

☒ remain the same  
☐ increase by 1 percent  
☐ decrease by     percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a. ☒ Yes ☐ No Professional  
b. ☒ Yes ☐ No Paraprofessional  
c. ☒ Yes ☐ No Clerical  
d. ☒ Yes ☐ No Pages

- e. Please indicate who schedules such workers:

☒ Personnel department  
☐ Direct supervisors  
☐ Administrative support staff  
☐ Other:                                 

- f. Approximately how many such workers and how many such hours did your library use last year?

140 Workers (individuals)  
174,918 Hours

- g. 16 % What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!



# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name KANSAS CITY PUBLIC LIBRARY (KC MO)
2. Population Served 257,940
3. Date \_\_\_\_\_
4. Name of Person Completing Survey Dan Bradbury / Pat Hawkins
5. Phone 816-221-3203 Fax 816-~~221~~-421-7484

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

☒ Board (Elected \_\_\_\_\_ Appointed ☒)  
☐ City or County Manager  
☐ City or County Department Head  
☐ Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)

None ☐ Civil Service regulations  
☐ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

|    | <u>Union Name</u> | <u>Status</u>              |
|----|-------------------|----------------------------|
| a. | _____             | Library Specific/City Wide |
| b. | _____             | Library Specific/City Wide |
| c. | _____             | Library Specific/City Wide |
| d. | _____             | Library Specific/City Wide |

Please attach a copy of your union contract to your survey form.

8. 45.2 Total number (FTE) of staff with MLS degree\*
9. 5.8 Total number (FTE) of security personnel (including contract)
10. 128.2 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 179.2 Total number (FTE) of staff (a+b+c)
12. ☒ Yes ☐ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000?  
If no, please indicate:

☐ greater proportion of MLS staff  
☐ smaller proportion of MLS staff

\* may include some in professional level I, librarian jobs or higher but who have not obtained M.L.S. but job requires M.L.S.



# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

☐ More than 80%  
☐ 60 - 80%  
☒ 40 - 60%  
☐ 20 - 40%  
☐ Less than 20%

14. ☒ Yes ☐ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name Pat Hawkins Phone 816 221-2685

15. 1.3 Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

☒ remain the same  
☐ increase by \_\_\_\_\_ percent  
☐ decrease by \_\_\_\_\_ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a. ☐ Yes ☐ No Professional  
b. ☒ Yes ☐ No Paraprofessional  
c. ☒ Yes ☐ No Clerical  
d. ☐ Yes ☐ No Pages

- e. Please indicate who schedules such workers:

☐ Personnel department  
☐ Direct supervisors  
☒ Administrative support staff  
☐ Other: \_\_\_\_\_

- f. Approximately how many such workers and how many such hours did your library use last year?

25 Workers (individuals)  
Unknown Hours

- g. 1 What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!



# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name King County Library System  
2. Population Served \_\_\_\_\_ 3. Date 5/18/93  
4. Name of Person Completing Survey Marilyn Gamblin  
5. Phone (206) 684-6602 Fax (206) 684-6690

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

X Board (Elected \_\_\_\_\_ Appointed X)  
\_\_\_\_ City or County Manager  
\_\_\_\_ City or County Department Head  
\_\_\_\_ Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)

NA \_\_\_\_\_ Civil Service regulations  
\_\_\_\_\_ Union or other authorized bargaining unit contracts. If  
applicable, please give the union name and circle the  
appropriate status:

|    | <u>Union Name</u> | <u>Status</u>              |
|----|-------------------|----------------------------|
| a. | _____             | Library Specific/City Wide |
| b. | _____             | Library Specific/City Wide |
| c. | _____             | Library Specific/City Wide |
| d. | _____             | Library Specific/City Wide |

Please attach a copy of your union contract to your survey form.

8. 138 Total number (FTE) of staff with MLS degree  
9. 0 Total number (FTE) of security personnel (including contract)  
10. 319 Total number (FTE) of other staff, excluding plant operations and maintenance workers  
11. 457 Total number (FTE) of staff (a+b+c)  
12. X Yes \_\_\_\_\_ No \_\_\_\_\_ If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000?  
If no, please indicate:

\_\_\_\_\_ greater proportion of MLS staff  
\_\_\_\_\_ smaller proportion of MLS staff



# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

|                                     |               |
|-------------------------------------|---------------|
| <input checked="" type="checkbox"/> | More than 80% |
| <input type="checkbox"/>            | 60 - 80%      |
| <input type="checkbox"/>            | 40 - 60%      |
| <input type="checkbox"/>            | 20 - 40%      |
| <input type="checkbox"/>            | Less than 20% |

14. ☒ Yes ☐ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name Betty Richardson

Phone (206) 684-6674

15. .5 % Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

|                                     |                                   |
|-------------------------------------|-----------------------------------|
| <input checked="" type="checkbox"/> | remain the same                   |
| <input type="checkbox"/>            | increase by <u>  4  </u> percent  |
| <input type="checkbox"/>            | decrease by <u>      </u> percent |

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

|    |   |                  |
|----|---|------------------|
| a. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Professional     |
| b. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Paraprofessional |
| c. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Clerical         |
| d. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Pages            |

- e. Please indicate who schedules such workers:

|                                     |  |
|-------------------------------------|--|
| <input type="checkbox"/>            | Personnel department                           |
| <input checked="" type="checkbox"/> | Direct supervisors                             |
| <input type="checkbox"/>            | Administrative support staff                   |
| <input type="checkbox"/>            | Other: <u>                                </u> |

- f. Approximately how many such workers and how many such hours did your library use last year?

unknown  
14,290

Workers (individuals)  
Hours

*We use our regular P/T staff to do substitute work also*

- g. 1% What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!



## STAFFING

1. Library Name Lake Lanier Regional Library  
2. Population Served 525,961 3. Date May 21, 1993  
4. Name of Person Completing Survey Jo Ann Pinder  
5. Phone 404/822-4522 Fax 404/822-5379

6. To whom does the Library Director report?

  X   Board (Elected        Appointed   X  )  
       City or County Manager  
       City or County Department Head  
       Other:

|    | <u>Union Name</u> | <u>Status</u>              |
|----|-------------------|----------------------------|
| a. | _____             | Library Specific/City Wide |
| b. | _____             | Library Specific/City Wide |
| c. | _____             | Library Specific/City Wide |
| d. | _____             | Library Specific/City Wide |

\_\_\_\_\_ greater proportion of MLS staff  
smaller proportion of MLS staff



***Urban Libraries Council  
Frequent Fast Facts Survey***

**Page 2**

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

|         |               |
|---------|---------------|
| _____   | More than 80% |
| _____   | 60 - 80%      |
| X _____ | 40 - 60%      |
| _____   | 20 - 40%      |
| _____   | Less than 20% |

14. \_\_\_\_\_ Yes   X   No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name \_\_\_\_\_ Phone \_\_\_\_\_

15. 1 Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

|                 |                                     |
|-----------------|-------------------------------------|
| <u>        </u> | remain the same                     |
| <u>  X  </u>    | increase by <u>to 3</u> percent     |
| <u>        </u> | decrease by <u>        </u> percent |

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

|    |               |     |               |    |                  |
|----|---------------|-----|---------------|----|------------------|
| a. | <u>      </u> | Yes | <u>  X  </u>  | No | Professional     |
| b. | <u>  X  </u>  | Yes | <u>      </u> | No | Paraprofessional |
| c. | <u>  x  </u>  | Yes | <u>      </u> | No | Clerical         |
| d. | <u>      </u> | Yes | <u>  X  </u>  | No | Pages            |

4. Please indicate who schedules such workers:

           Personnel department  
  X   Direct supervisors  
           Administrative support staff  
           Other:

- f. Approximately how many such workers and how many such hours did your library use last year?

|            |                       |
|------------|-----------------------|
| 18         | Workers (individuals) |
| <hr/> 9568 | Hours                 |

- g. .04 What proportion of your personnel budget was used for employing such workers last year?

**Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!**



# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name LAS VEGAS - CLARK County Library District
2. Population Served 735,674 3. Date \_\_\_\_\_
4. Name of Person Completing Survey Charles HUNZBERGER
5. Phone 702-382-2575 Fax 382-3498

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?
 

|       |   |
|-------|---|
| _____ | Board (Elected _____ Appointed <u>X</u> ) |
| _____ | City or County Manager                    |
| _____ | City or County Department Head            |
| _____ | Other: _____                              |

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)

NO  
NO

Civil Service regulations  
Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

Union Name

Status

- |    |       |                            |
|----|-------|----------------------------|
| a. | _____ | Library Specific/City Wide |
| b. | _____ | Library Specific/City Wide |
| c. | _____ | Library Specific/City Wide |
| d. | _____ | Library Specific/City Wide |

Please attach a copy of your union contract to your survey form.

8. 44 Total number (FTE) of staff with MLS degree
9. 7 Total number (FTE) of security personnel (including contract)
10. 220 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 271 Total number (FTE) of staff (a+b+c)
12. ✓ Yes \_\_\_\_\_ No \_\_\_\_\_ If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000?  
If no, please indicate:

✓ greater proportion of MLS staff (increase 5 per year)  
\_\_\_\_\_ smaller proportion of MLS staff For NEXT 5 years.



# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

☒ More than 80%  
☐ 60 - 80%  
☐ 40 - 60%  
☐ 20 - 40%  
☐ Less than 20%

14. ☐ Yes ☒ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name \_\_\_\_\_ Phone \_\_\_\_\_

15. 7 % Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

☒ remain the same  
☐ increase by \_\_\_\_\_ percent  
☐ decrease by \_\_\_\_\_ percent

16. For each category of staff, please indicate if your library uses substitutes, on call or temporary workers.

a. ☐ Yes ☒ No Professional  
b. ☐ Yes ☒ No Paraprofessional  
c. ☐ Yes ☒ No Clerical  
d. ☐ Yes ☒ No Pages

- e. Please indicate who schedules such workers:

☐ Personnel department  
☒ Direct supervisors  
☐ Administrative support staff  
☐ Other: \_\_\_\_\_

- f. Approximately how many such workers and how many such hours did your library use last year?

? Workers (individuals)  
? Hours

g. Less than 1 %

What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!



# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name Lincoln City Libraries
2. Population Served 213,641 3. Date 5-18-93
4. Name of Person Completing Survey Carol J. Connor
5. Phone 402-441-8510 Fax 402-441-8586

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

XX Board (Elected        Appointed XX)  
       City or County Manager  
       City or County Department Head  
       Other:                                 

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)

       Civil Service regulations  
XX Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

|    | <u>Union Name</u>                           | <u>Status</u>                     |
|----|---|-----------------------------------|
| a. | <u>Nat'l Assoc. of Government Employees</u> | <u>Library Specific/City Wide</u> |
| b. | <u>City Employees Association</u>           | <u>Library Specific/City Wide</u> |
| c. | <u>                                </u>     | <u>Library Specific/City Wide</u> |
| d. | <u>                                </u>     | <u>Library Specific/City Wide</u> |

Please attach a copy of your union contract to your survey form.

8. 24.00 Total number (FTE) of staff with MLS degree
9. 1.84 Total number (FTE) of security personnel (including contract)
10. 65.82 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 91.66 Total number (FTE) of staff (a+b+c)
12.        Yes XX No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

XX greater proportion of MLS staff  
       smaller proportion of MLS staff



# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

|           |               |
|-----------|---------------|
| _____     | More than 80% |
| <u>xx</u> | 60 - 80%      |
| _____     | 40 - 60%      |
| _____     | 20 - 40%      |
| _____     | Less than 20% |

14. \_\_\_\_\_ Yes xx No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name \_\_\_\_\_ Phone \_\_\_\_\_

15. .11% Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

|           |                              |
|-----------|------------------------------|
| _____     | remain the same              |
| <u>xy</u> | increase by <u>6</u> percent |
| _____     | decrease by _____ percent    |

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

|    |           |              |                  |
|----|-----------|--------------|------------------|
| a. | _____ Yes | <u>xy</u> No | Professional     |
| b. | _____ Yes | <u>xy</u> No | Paraprofessional |
| c. | _____ Yes | <u>xx</u> No | Clerical         |
| d. | _____ Yes | <u>xx</u> No | Pages            |

- e. Please indicate who schedules such workers:

|           |                              |
|-----------|------------------------------|
| _____     | Personnel department         |
| <u>xx</u> | Direct supervisors           |
| _____     | Administrative support staff |
| _____     | Other: _____                 |

- f. Approximately how many such workers and how many such hours did your library use last year?

|          |                       |
|----------|-----------------------|
| <u>0</u> | Workers (individuals) |
| <u>0</u> | Hours                 |

- g. 0% What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!



# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name Los Angeles Public Library
2. Population Served \_\_\_\_\_ 3. Date 5/18/93
4. Name of Person Completing Survey Elizabeth R. Higbie
5. Phone (213) 612-3300 Fax (213) 612-0463

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?
- ✓ Board (Elected \_\_\_\_\_ Appointed ✓)  
\_\_\_\_ City or County Manager  
\_\_\_\_ City or County Department Head  
\_\_\_\_ Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)

✓ Civil Service regulations  
✓ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

|    | Union Name                              | Status                             |
|----|---|------------------------------------|
| a. | <u>AFSME</u>                            | Library Specific/ <u>City Wide</u> |
| b. | <u>Local 3090</u>                       | Library Specific/ <u>City Wide</u> |
| c. | <u>Local 2626</u>                       | Library Specific/ <u>City Wide</u> |
| d. | <u>Engineers &amp; Architect Assoc.</u> | Library Specific/ <u>City Wide</u> |

Please attach a copy of your union contract to your survey form.

8. 354 Total number (FTE) of staff with MLS degree
9. 38 Total number (FTE) of security personnel (including contract)
10. 601 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 955 Total number (FTE) of staff (a+b+c)
12. ✓ Yes \_\_\_\_\_ No \_\_\_\_\_ If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000?  
If no, please indicate:

✓ greater proportion of MLS staff  
\_\_\_\_\_ smaller proportion of MLS staff



# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

\_\_\_\_\_ More than 80%  
\_\_\_\_\_ 60 - 80%  
\_\_\_\_\_ 40 - 60%  
✓ \_\_\_\_\_ 20 - 40%  
\_\_\_\_\_ Less than 20%

14. \_\_\_\_\_ Yes ✓ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name \_\_\_\_\_ Phone \_\_\_\_\_

15. \_\_\_\_\_ % Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

\_\_\_\_\_ remain the same  
\_\_\_\_\_ increase by \_\_\_\_\_ percent  
\_\_\_\_\_ decrease by \_\_\_\_\_ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a. ✓ Yes \_\_\_\_\_ No Professional  
b. ✓ Yes \_\_\_\_\_ No Paraprofessional  
c. ✓ Yes \_\_\_\_\_ No Clerical  
d. \_\_\_\_\_ Yes ✓ No Pages

- e. Please indicate who schedules such workers:

✓ \_\_\_\_\_ Personnel department  
\_\_\_\_\_ Direct supervisors  
\_\_\_\_\_ Administrative support staff  
\_\_\_\_\_ Other: \_\_\_\_\_

- f. Approximately how many such workers and how many such hours did your library use last year?

\_\_\_\_\_ Workers (individuals)  
65,000 Hours

- g. 0 % What proportion of your personnel budget was used for employing such workers last year?  
Separate Account

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!



# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name Louisville Free Public Library
2. Population Served 665,000 3. Date 5-21-93
4. Name of Person Completing Survey Harriet Henderson
5. Phone 502-574-1760 Fax 502-574-1693

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?
  - ☐ Board (Elected ☐ Appointed  City or County Manager
  - ☐ City or County Department Head
  - ☒ Other: Mayor, County Judge-Executive, Library Commission

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)
  - ☒ Civil Service regulations
  - ☐ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

|    | Union Name                 | Status                     |
|----|----------------------------|----------------------------|
| a. | <u>AFSCME</u> (represents  | Library Specific/City Wide |
| b. | <u>several city and</u>    | Library Specific/City Wide |
| c. | <u>county departments)</u> | Library Specific/City Wide |
| d. |                            | Library Specific/City Wide |

Please attach a copy of your union contract to your survey form.

8. 34 Total number (FTE) of staff with MLS degree
9. 4.5 Total number (FTE) of security personnel (including contract)
10. 170 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 208.5 Total number (FTE) of staff (a+b+c)
12. ☒ Yes ☐ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

☐ greater proportion of MLS staff  
☐ smaller proportion of MLS staff



## ***Urban Libraries Council Frequent Fast Facts Survey***

**Page 2**

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

|              |               |
|--------------|---------------|
| _____        | More than 80% |
| _____        | 60 - 80%      |
| <u>  X  </u> | 40 - 60%      |
| _____        | 20 - 40%      |
| _____        | Less than 20% |

14.        Yes   X   No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name \_\_\_\_\_ Phone \_\_\_\_\_

15. 1.5 Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

    X     remain the same  
           increase by \_\_\_\_\_ percent  
           decrease by \_\_\_\_\_ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

- |    |          |     |             |    |                  |
|----|----------|-----|-------------|----|------------------|
| a. | <u>Y</u> | Yes | <u>    </u> | No | Professional     |
| b. | <u>X</u> | Yes | <u>    </u> | No | Paraprofessional |
| c. | <u>X</u> | Yes | <u>    </u> | No | Clerical         |
| d. | <u>X</u> | Yes | <u>    </u> | No | Pages            |

- e. Please indicate who schedules such workers:

  X   Personnel department  
  X   Direct supervisors  
\_\_\_\_\_ Administrative support staff  
\_\_\_\_\_ Other:

- f. Approximately how many such workers and how many such hours did your library use last year?

|           |                       |
|-----------|-----------------------|
| <u>NA</u> | Workers (individuals) |
| <u>NA</u> | Hours                 |

9. NA What proportion of your personnel budget was used for employing such workers last year?

**Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!**



## ***Urban Libraries Council Frequent Fast Facts Survey***

***Please return using enclosed, postage-paid envelope by 28 May 1993.***

## STAFFING

1. Library Name Memphis Shelby County Public Library & Information Center  
2. Population Served Memphis Shelby County 828,083. Date May 26 1993  
4. Name of Person Completing Survey Stacey Ward  
5. Phone 901-725-8855 Fax 901-725-8883

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

  X   Board (Elected \_\_\_\_\_ Appointed   X  )  
 \_\_\_\_\_ City or County Manager  
 \_\_\_\_\_ City or County Department Head  
 \_\_\_\_\_ Other:

**Please attach a copy of your current organization chart.**

7. Are the majority of your library employees subject to:  
(Please check all that apply)

Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

Union Name

**Status**

- a. \_\_\_\_\_ Library Specific/City Wide  
b. \_\_\_\_\_ Library Specific/City Wide  
c. \_\_\_\_\_ Library Specific/City Wide  
d. \_\_\_\_\_ Library Specific/City Wide

**Please attach a copy of your union contract to your survey form.**

8. 84 Total number (FTE) of staff with MLS degree
9. 12 Total number (FTE) of security personnel (including contract)
10. 156 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 252 Total number (FTE) of staff (a+b+c)
12.        Yes   y   No      If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

|          |                                 |
|----------|---------------------------------|
| <u>X</u> | greater proportion of MLS staff |
|          | smaller proportion of MLS staff |



# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

☒ More than 80%  
☐ 60 - 80%  
☐ 40 - 60%  
☐ 20 - 40%  
☐ Less than 20%

14. ☒ Yes ☐ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name Judy Card Phone 901-725-8851

15. ☐ Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

☐ remain the same  
☐ increase by  percent  
☐ decrease by  percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a. ☒ Yes ☐ No Professional  
b. ☒ Yes ☐ No Paraprofessional  
c. ☒ Yes ☐ No Clerical  
d. ☒ Yes ☐ No Pages

- e. Please indicate who schedules such workers:

☒ Personnel department  
☐ Direct supervisors  
☐ Administrative support staff  
☒ Other: Regional Managers

- f. Approximately how many such workers and how many such hours did your library use last year?

NA Workers (individuals)  
NA Hours

- g. NA What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!



# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name Metropolitan Library System
2. Population Served 599,611
3. Date May 24, 1993
4. Name of Person Completing Survey Lee B. Brawner, Executive Director
5. Phone (405) 235-0571 Fax (405) 236-5219

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

X Board (Elected        Appointed X)  
       City or County Manager  
       City or County Department Head  
       Other:                                 

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)

X Civil Service regulations  
       Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

|    | <u>Union Name</u>                       | <u>Status</u>              |
|----|---|----------------------------|
| a. | <u>                                </u> | Library Specific/City Wide |
| b. | <u>                                </u> | Library Specific/City Wide |
| c. | <u>                                </u> | Library Specific/City Wide |
| d. | <u>                                </u> | Library Specific/City Wide |

Please attach a copy of your union contract to your survey form.

8. 36 Total number (FTE) of staff with MLS degree
9. 1 Total number (FTE) of security personnel (including contract)
10. 155 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 192 Total number (FTE) of staff (a+b+c)
12.        Yes X No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

X greater proportion of MLS staff  
       smaller proportion of MLS staff



# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

|              |               |
|--------------|---------------|
| <u>  X  </u> | More than 80% |
| <u>     </u> | 60 - 80%      |
| <u>     </u> | 40 - 60%      |
| <u>     </u> | 20 - 40%      |
| <u>     </u> | Less than 20% |

14.   X   Yes       No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name Jane Carvajal Phone (405) 235-0572 Ext. 170

15.   1.5%   Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

|              |                                  |
|--------------|----------------------------------|
| <u>     </u> | remain the same                  |
| <u>  X  </u> | increase by <u>  2  </u> percent |
| <u>     </u> | decrease by <u>     </u> percent |

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

|    |              |     |              |    |                  |
|----|--------------|-----|--------------|----|------------------|
| a. | <u>  X  </u> | Yes | <u>     </u> | No | Professional     |
| b. | <u>     </u> | Yes | <u>  X  </u> | No | Paraprofessional |
| c. | <u>  X  </u> | Yes | <u>     </u> | No | Clerical         |
| d. | <u>     </u> | Yes | <u>  X  </u> | No | Pages            |

- e. Please indicate who schedules such workers:

|              |  |
|--------------|--|
| <u>     </u> | Personnel department                           |
| <u>  X  </u> | Direct supervisors                             |
| <u>     </u> | Administrative support staff                   |
| <u>     </u> | Other: <u>                                </u> |

- f. Approximately how many such workers and how many such hours did your library use last year?

|              |                       |
|--------------|-----------------------|
| <u>  6  </u> | Workers (individuals) |
| <u> 300 </u> | Hours                 |

- g.   .07%   What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!



# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name MIAMI-DADE PUBLIC LIBRARY
2. Population Served 1,626,510 3. Date 5-18-93
4. Name of Person Completing Survey R.S. KOZLOWSKI
5. Phone (305) 375-5026 Fax (305) 375-5545

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

☒ Board (Elected ☐ Appointed ☒) ADVISORY  
☒ City or County Manager  
☐ City or County Department Head  
☐ Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)

☐ Civil Service regulations  
☐ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

|    | Union Name    | Status                     |
|----|---------------|----------------------------|
| a. | <u>AFSCME</u> | <u>COUNTY-WIDE</u>         |
| b. | _____         | Library Specific/City Wide |
| c. | _____         | Library Specific/City Wide |
| d. | _____         | Library Specific/City Wide |

Please attach a copy of your union contract to your survey form. - TOO LENGTHY. ENTIRE COUNTY'S CONTRA

8. 156 Total number (FTE) of staff with MLS degree
9. 35 Total number (FTE) of security personnel (including contract)
10. 409 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 600 Total number (FTE) of staff (a+b+c)
12. ☐ Yes ☐ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

☒ greater proportion of MLS staff  
☐ smaller proportion of MLS staff



# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

☒ More than 80%  
☐ 60 - 80%  
☐ 40 - 60%  
☐ 20 - 40%  
☐ Less than 20%

14. ☒ Yes ☐ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name WANDA COUNTS-BRYANT Phone 375-2661

15. 4 Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

☒ remain the same  
☐ increase by \_\_\_\_\_ percent  
☐ decrease by \_\_\_\_\_ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

|    |                              |  |                  |
|----|------------------------------|--|------------------|
| a. | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | Professional     |
| b. | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | Paraprofessional |
| c. | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | Clerical         |
| d. | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | Pages            |

- e. Please indicate who schedules such workers:

☐ Personnel department  
☐ Direct supervisors  
☐ Administrative support staff  
☐ Other: \_\_\_\_\_

- f. Approximately how many such workers and how many such hours did your library use last year?

☐ Workers (individuals)  
☐ Hours

- g. ☐ What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!



# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name Milwaukee Public Library
2. Population Served \_\_\_\_\_ 3. Date \_\_\_\_\_
4. Name of Person Completing Survey Kathleen Huston & Judith Zemke
5. Phone (414) 286-3020 Fax \_\_\_\_\_

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

\_\_\_\_\_ Board (Elected \_\_\_\_\_ Appointed \_\_\_\_\_)  
\_\_\_\_\_ City or County Manager  
\_\_\_\_\_ City or County Department Head  
☒ Other: MAYOR

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)

☒ Civil Service regulations  
☒ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

|    | Union Name            | Status                             |
|----|-----------------------|------------------------------------|
| a. | <u>AFL-CIO AFSCME</u> | Library Specific/ <u>City Wide</u> |
| b. | _____                 | Library Specific/City Wide         |
| c. | _____                 | Library Specific/City Wide         |
| d. | _____                 | Library Specific/City Wide         |

Please attach a copy of your union contract to your survey form.

8. 108.0 Total number (FTE) of staff with MLS degree
9. 5.325 Total number (FTE) of security personnel (including contract)
10. 242.5 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 315.825 Total number (FTE) of staff (a+b+c)
12. \_\_\_\_\_ Yes ☒ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

☒ greater proportion of MLS staff  
☐ smaller proportion of MLS staff



***Urban Libraries Council  
Frequent Fast Facts Survey***

**Page 2**

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

|              |               |
|--------------|---------------|
| _____        | More than 80% |
| <u>  X  </u> | 60 - 80%      |
| _____        | 40 - 60%      |
| _____        | 20 - 40%      |
| _____        | Loss than 20% |

14.        Yes   X   No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name \_\_\_\_\_ Phone \_\_\_\_\_

15. 0-2: Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

  X   remain the same  
       increase by 0.2 percent  
       decrease by        percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

- |    |       |     |              |    |                  |
|----|-------|-----|--------------|----|------------------|
| a. | _____ | Yes | <del>X</del> | No | Professional     |
| b. | _____ | Yes | <del>X</del> | No | Paraprofessional |
| c. | _____ | Yes | <del>X</del> | No | Clerical         |
| d. | _____ | Yes | <del>X</del> | No | Pages            |

- e. Please indicate who schedules such workers:

\_\_\_\_ Personnel department  
\_\_\_\_ Direct supervisors  
\_\_\_\_ Administrative support staff  
\_\_\_\_ Other:

- f. Approximately how many such workers and how many such hours did your library use last year?

Workers (individuals)  
Hours

9.        What proportion of your personnel budget was used for employing such workers last year?

**Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!**



# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name Minneapolis Public Library  
 2. Population Served 368,000 3. Date 5/17/93  
 4. Name of Person Completing Survey SUSAN GOLDBERG  
 5. Phone 612-372-6611 Fax 612-372-6623

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?  
☒ Board (Elected ☒ Appointed 6 members elected / 2 members appointed)  
☐ City or County Manager  
☐ City or County Department Head  
☐ Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
 (Please check all that apply)

- ☒ Civil Service regulations (about 60% employees under Civil Service)  
☒ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

### Union Name

### Status

- a. AFLCME LOCAL 99 Library Specific/City Wide  
 b. Professional Librarians Union of Minneapolis Library Specific/City Wide  
 c. Librarians Supervisors Union Library Specific/City Wide  
 d. Library Confidential Employees Union Library Specific/City Wide  
Local 70 - Operating Engineers Library Specific - national affiliation

Please attach a copy of your union contract to your survey form.

8. 86.05 Total number (FTE) of staff with MLS degree  
 9. 2.89 Total number (FTE) of security personnel (including contract)  
 10. 209.75 Total number (FTE) of other staff, excluding plant operations and maintenance workers  
 11. 298.69 Total number (FTE) of staff (a+b+c)  
 12. ☒ Yes ☐ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000?  
 If no, please indicate:

\_\_\_\_\_ greater proportion of MLS staff  
 \_\_\_\_\_ smaller proportion of MLS staff



# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individual on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

|                                     |               |
|-------------------------------------|---------------|
| <input checked="" type="checkbox"/> | More than 80% |
| <input type="checkbox"/>            | 60 - 80%      |
| <input type="checkbox"/>            | 40 - 60%      |
| <input type="checkbox"/>            | 20 - 40%      |
| <input type="checkbox"/>            | Less than 20% |

14. ☐ Yes ☒ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name \_\_\_\_\_ Phone \_\_\_\_\_

15. 35 Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

|                          |                           |
|--------------------------|---------------------------|
| <input type="checkbox"/> | remain the same           |
| <input type="checkbox"/> | increase by _____ percent |
| <input type="checkbox"/> | decrease by _____ percent |

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

|    |   |                             |                  |
|----|---|-----------------------------|------------------|
| a. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | Professional     |
| b. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | Paraprofessional |
| c. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | Clerical         |
| d. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | Pages            |

- e. Please indicate who schedules such workers:

|                                     |                              |
|-------------------------------------|------------------------------|
| <input type="checkbox"/>            | Personnel department         |
| <input type="checkbox"/>            | Direct supervisors           |
| <input checked="" type="checkbox"/> | Administrative support staff |
| <input type="checkbox"/>            | Other: _____                 |

- f. Approximately how many such workers and how many such hours did your library use last year? 1992

35 82  
571

Workers (individuals)  
Hours

9.7 4.9

(554,431.51)

What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!



***Urban Libraries Council  
Frequent Fast Facts Survey***

***Please return using enclosed, postage-paid envelope by 28 May 1993.***

## STAFFING

1. Library Name MONTGOMERY (AL) CITY-COUNTY PUBLIC LIBRARY
2. Population Served 209,400 3. Date 5/25/93
4. Name of Person Completing Survey GILLIS DOUGHTIE
5. Phone 205 240-4300 Fax 205 240-4980

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?
- X   Board (Elected        Appointed   X  )  
       City or County Manager  
       City or County Department Head  
  X   Other:   MAYOR

**Please attach a copy of your current organization chart.**

7. Are the majority of your library employees subject to:  
(Please check all that apply)
- X   Civil Service regulations
- Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

Union Name

**Status**

- a. \_\_\_\_\_ Library Specific/City Wide  
b. \_\_\_\_\_ Library Specific/City Wide  
c. \_\_\_\_\_ Library Specific/City Wide  
d. \_\_\_\_\_ Library Specific/City Wide

**Please attach a copy of your union contract to your survey form.**

8. 7 Total number (FTE) of staff with MLS degree
9.        Total number (FTE) of security personnel (including contract)
10. 38 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 45 Total number (FTE) of staff (a+b+c)
12. X Yes        No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

\_\_\_\_\_ greater proportion of MLS staff  
\_\_\_\_\_ smaller proportion of MLS staff



## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

14. \_\_\_\_\_ Yes   X   No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

15. 5 Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

e. Please indicate who schedules such workers:

f. Approximately how many such workers and how many such hours did your library use last year?

9.        What proportion of your personnel budget was used for employing such workers last year?

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# ***Urban Libraries Council Frequent Fast Facts Survey***

***Please return using enclosed, postage-paid envelope by 28 May 1993.***

## STAFFING

1. Library Name Multnomah County Library  
2. Population Served 583,887 3. Date 5/21/93  
4. Name of Person Completing Survey Ginnie Cooper  
5. Phone (503) 248-5403 Fax (503) 248-5441

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

\_\_\_\_\_ Board (Elected \_\_\_\_\_ Appointed \_\_\_\_\_)  
 \_\_\_\_\_ City or County Manager  
 \_\_\_\_\_ City or County Department Head  
 ✓ \_\_\_\_\_ Other: County Chair of Commissioners

**Please attach a copy of your current organization chart.**

7. Are the majority of your library employees subject to:  
(Please check all that apply)

✓  
✓  
✓

Civil Service regulations  
Union or other authorized bargaining unit contracts. If  
applicable, please give the union name and circle the  
appropriate status:

Union Name

**Status**

- |    |   |   |
|----|---|---|
| a. | <u>AFSCME - Local 88</u>                | Library Specific/ <u>County</u> City Wide |
| b. | <u>                                </u> | Library Specific/City Wide                |
| c. | <u>                                </u> | Library Specific/City Wide                |
| d. | <u>                                </u> | Library Specific/City Wide                |

Please attach a copy of your union contract to your survey form.

8. 61.5 Total number (FTE) of staff with MLS degree
9. 3.0 Total number (FTE) of security personnel (including contract)
10. 241.5 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 326 Total number (FTE) of staff (a+b+c)
12.        Yes ✓ No      If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

✓ greater proportion of MLS staff  
       smaller proportion of MLS staff



***Urban Libraries Council  
Frequent Fast Facts Survey***

**Page 2**

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

|                                     |               |
|-------------------------------------|---------------|
| <input checked="" type="checkbox"/> | More than 80% |
| <input type="checkbox"/>            | 50 - 80%      |
| <input type="checkbox"/>            | 40 - 60%      |
| <input type="checkbox"/>            | 20 - 40%      |
| <input type="checkbox"/>            | Less than 20% |

14.        Yes   ✓   No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name \_\_\_\_\_ Phone \_\_\_\_\_

15. .6 Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

☒ remain the same  
☐ increase by 100% percent  
☐ decrease by        percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

|    |                                     |     |                          |    |                  |
|----|-------------------------------------|-----|--------------------------|----|------------------|
| a. | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No | Professional     |
| b. | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No | Paraprofessional |
| c. | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No | Clerical         |
| d. | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No | Pages            |

- e. Please indicate who schedules such workers:

Personnel department  
Direct supervisors  
Administrative support staff  
Other:

- f. Approximately how many such workers and how many such hours did your library use last year?

50  
22,000

Workers (individuals)  
Hours

9. 2 What proportion of your personnel budget was used for employing such workers last year?

**Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!**



# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name New York Public Library
2. Population Served 3,070,302
3. Date 5/21/93
4. Name of Person Completing Survey Sobhan Reardon
5. Phone 212-340-0939 Fax 212-689-3193

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library ~~Director~~ <sup>President</sup> report?
- ☒ Board (Elected <sup>Self</sup> ☒ Appointed ☐) with Ex-officio City members
- ☐ City or County Manager
- ☐ City or County Department Head
- ☐ Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)

☒ Civil Service regulations

☒ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

|    | Union Name  | Status                                     |
|----|---|--|
| a. | <u>Local 1930 - New York Public Library Guild</u> | <u>Library Specific/City Wide</u> (AFSCME) |
| b. | <u>Local 374</u>                                  | <u>Library Specific/City Wide</u>          |
| c. | _____   | Library Specific/City Wide                 |
| d. | _____   | Library Specific/City Wide                 |

Please attach a copy of your union contract to your survey form. *(Currently being revised and updated)*

8. 721 Total number (FTE) of staff with MLS degree
9. 132 Total number (FTE) of security personnel (including contract)
10. 4,133 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 1986 Total number (FTE) of staff (a+b+c)
12. ☒ Yes ☐ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

\_\_\_\_\_ greater proportion of MLS staff

\_\_\_\_\_ smaller proportion of MLS staff



# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

☒ More than 80%  
☐ 60 - 80%  
☐ 40 - 60%  
☐ 20 - 40%  
☐ Less than 20%

14. ☐ Yes ☐ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name \_\_\_\_\_ Phone \_\_\_\_\_

15. ☐ Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

☐ remain the same  
☒ increase by 7 percent  
☐ decrease by \_\_\_\_\_ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a. ☒ Yes ☐ No Professional  
b. ☒ Yes ☐ No Paraprofessional  
c. ☒ Yes ☐ No Clerical  
d. ☐ Yes ☒ No Pages

- e. Please indicate who schedules such workers:

☐ Personnel department  
☐ Direct supervisors  
☒ Administrative support staff  
☐ Other: \_\_\_\_\_

- f. Approximately how many such workers and how many such hours did your library use last year?

appx. 100-200 Workers (individuals)  
7 Hours

- g. ☐ What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!



# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name Omaha Public Library
2. Population Served 404,896
3. Date 5/24/93
4. Name of Person Completing Survey Lon R. Dickerson
5. Phone (402) 444-4834 Fax (402) 444-4504

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?
  - ☒ Board (Elected          Appointed ☒ )
  - ☐ City or County Manager
  - ☐ City or County Department Head
  - ☐ Other:

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)
  - ☒ Civil Service regulations
  - ☒ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

|    | Union Name                                 | Status                             |
|----|--|------------------------------------|
| a. | <u>AFSCME, Local 251</u>                   | Library Specific/ <u>City Wide</u> |
| b. | <u>CMPTEC (Management bargaining unit)</u> | Library Specific/ <u>City Wide</u> |
| c. | <u>                                </u>    | Library Specific/City Wide         |
| d. | <u>                                </u>    | Library Specific/City Wide         |

\* Please attach a copy of your union contract to your survey form.

8. 40 Total number (FTE) of staff with MLS degree
9. 2.9 Total number (FTE) of security personnel (including contract)
10. 84.6 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 127.5 Total number (FTE) of staff (a+b+c)
12.          Yes ☒ No ☐ If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:
  - greater proportion of MLS staff
  - ☒ smaller proportion of MLS staff

\*NOTE: Union contracts are not enclosed because they are very lengthy-- these contracts cover all City of Omaha workers, not just library personnel.



# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

|              |               |
|--------------|---------------|
| _____        | More than 80% |
| <u>  X  </u> | 60 - 80%      |
| _____        | 40 - 60%      |
| _____        | 20 - 40%      |
| _____        | Less than 20% |

14. \_\_\_\_\_ Yes   X   No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name \_\_\_\_\_ Phone \_\_\_\_\_

15. \*   .07   % Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

|              |                                   |
|--------------|-----------------------------------|
| _____        | remain the same                   |
| <u>  X  </u> | increase by <u>  ?  </u> percent  |
| _____        | decrease by <u>      </u> percent |

\*Excludes .1% spent from library foundation/trust funds

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

|    |           |                 |                  |
|----|-----------|-----------------|------------------|
| a. | _____ Yes | <u>  X  </u> No | Professional     |
| b. | _____ Yes | <u>  X  </u> No | Paraprofessional |
| c. | _____ Yes | <u>  X  </u> No | Clerical         |
| d. | _____ Yes | <u>  X  </u> No | Pages            |

- e. Please indicate who schedules such workers:

|       |                              |
|-------|------------------------------|
| _____ | Personnel department         |
| _____ | Direct supervisors           |
| _____ | Administrative support staff |
| _____ | Other: _____                 |

- f. Approximately how many such workers and how many such hours did your library use last year?

|       |                       |
|-------|-----------------------|
| _____ | Workers (individuals) |
| _____ | Hours                 |

- g.        % What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!



# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name Phoenix Public Library  
 2. Population Served 1,025,000 3. Date 5/19/93  
 4. Name of Person Completing Survey Shera Farnham  
 5. Phone (602) 262-6392 Fax (602) 261-8836

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?  
 \_\_\_\_\_ Board (Elected \_\_\_\_\_ Appointed \_\_\_\_\_)  
 \_\_\_\_\_ City or County Manager  
☒ City or County Department Head  
 \_\_\_\_\_ Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
 (Please check all that apply)  
☒ Civil Service regulations  
☐ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

|    | Union Name | Status                     |
|----|------------|----------------------------|
| a. | _____      | Library Specific/City Wide |
| b. | _____      | Library Specific/City Wide |
| c. | _____      | Library Specific/City Wide |
| d. | _____      | Library Specific/City Wide |

Please attach a copy of your union contract to your survey form.

8. 71 Total number (FTE) of staff with MLS degree  
 9. 5 Total number (FTE) of security personnel (including contract)  
 10. 193 Total number (FTE) of other staff, excluding plant operations and maintenance workers  
 11. 269 Total number (FTE) of staff (a+b+c)  
 12. ☒ Yes ☐ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

\_\_\_\_\_ greater proportion of MLS staff  
 \_\_\_\_\_ smaller proportion of MLS staff



# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

|               |               |
|---------------|---------------|
| <u>      </u> | More than 80% |
| <u>      </u> | 60 - 80%      |
| <u>  X  </u>  | 40 - 60%      |
| <u>      </u> | 20 - 40%      |
| <u>      </u> | Less than 20% |

14.   X   Yes        No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number: *but this is a 20 hr./wk position*

Name Shera Farnham

Phone (602) 262-6392

15.   .2   Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

|               |                                   |
|---------------|-----------------------------------|
| <u>      </u> | remain the same                   |
| <u>  X  </u>  | increase by <u>  .1  </u> percent |
| <u>      </u> | decrease by <u>      </u> percent |

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

|    |               |     |               |    |                  |
|----|---------------|-----|---------------|----|------------------|
| a. | <u>      </u> | Yes | <u>  X  </u>  | No | Professional     |
| b. | <u>      </u> | Yes | <u>  X  </u>  | No | Paraprofessional |
| c. | <u>  X  </u>  | Yes | <u>      </u> | No | Clerical         |
| d. | <u>      </u> | Yes | <u>  X  </u>  | No | Pages            |

- e. Please indicate who schedules such workers:

|               |  |
|---------------|--|
| <u>      </u> | Personnel department                           |
| <u>  X  </u>  | Direct supervisors                             |
| <u>      </u> | Administrative support staff                   |
| <u>      </u> | Other: <u>                                </u> |

- f. Approximately how many such workers and how many such hours did your library use last year?

|               |                       |
|---------------|-----------------------|
| <u>  .3  </u> | Workers (individuals) |
| <u>  90  </u> | Hours                 |

- g.   .015   What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!



# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name Providence Public  
 2. Population Served 1,001,838 3. Date 5/25/93  
 4. Name of Person Completing Survey DAN AUSTIN  
 5. Phone 401-455-8060 Fax 401-455-8065

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?  
 \_\_\_\_\_ Board (Elected ☒ Appointed \_\_\_\_\_)  
 \_\_\_\_\_ City or County Manager  
 \_\_\_\_\_ City or County Department Head  
 \_\_\_\_\_ Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
 (Please check all that apply)

NA

Civil Service regulations  
 Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

|    | Union Name | Status                     |
|----|------------|----------------------------|
| a. | _____      | Library Specific/City Wide |
| b. | _____      | Library Specific/City Wide |
| c. | _____      | Library Specific/City Wide |
| d. | _____      | Library Specific/City Wide |

Please attach a copy of your union contract to your survey form.

8. 35 Total number (FTE) of staff with MLS degree  
 9. 2 Total number (FTE) of security personnel (including contract)  
 10. 72 1/2 Total number (FTE) of other staff, excluding plant operations and maintenance workers  
 11. 109 1/2 Total number (FTE) of staff (a+b+c)  
 12. \_\_\_\_\_ Yes ☒ No \_\_\_\_\_ If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000?  
 If no, please indicate:

\_\_\_\_\_ greater proportion of MLS staff  
☒ smaller proportion of MLS staff



# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

|                                     |               |
|-------------------------------------|---------------|
| <input type="checkbox"/>            | More than 80% |
| <input checked="" type="checkbox"/> | 60 - 80%      |
| <input type="checkbox"/>            | 40 - 60%      |
| <input type="checkbox"/>            | 20 - 40%      |
| <input type="checkbox"/>            | Less than 20% |

14. ☐ Yes ☒ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name \_\_\_\_\_ Phone \_\_\_\_\_

15. .25% Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

|                                     |                           |
|-------------------------------------|---------------------------|
| <input checked="" type="checkbox"/> | remain the same           |
| <input type="checkbox"/>            | increase by _____ percent |
| <input type="checkbox"/>            | decrease by _____ percent |

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

|    |   |  |  |
|----|---|--|--|
| a. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            | Professional - <i>SUBSTITUTES ONLY</i> |
| b. | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No | Paraprofessional                       |
| c. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            | Clerical - <i>TEMPS ONLY</i>           |
| d. | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No | Pages                                  |

- e. Please indicate who schedules such workers:

|                                     |                              |
|-------------------------------------|------------------------------|
| <input type="checkbox"/>            | Personnel department         |
| <input checked="" type="checkbox"/> | Direct supervisors           |
| <input type="checkbox"/>            | Administrative support staff |
| <input type="checkbox"/>            | Other: _____                 |

- f. Approximately how many such workers and how many such hours did your library use last year?

3-4 Workers (individuals)  
Hours

- g. ☐ What proportion of your personnel budget was used for employing such workers last year?

*NOT INCLUDED IN PERSONNEL, BUT IS  
AGGREGATED WITH OUTSIDE SERVICES.*

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!



# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name QUEENS BOROUGH PUBLIC LIBRARY  
 2. Population Served QUEENS NEW YORK 3. Date MAY 25, 1993  
 4. Name of Person Completing Survey JOHN ROWLETT  
 5. Phone (718) 990-0828 Fax (718) 291-8936

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

☒ Board (Elected ☐ Appointed ☒  
☐ City or County Manager  
☐ City or County Department Head  
☐ Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
 (Please check all that apply)

☒ Civil Service regulations  
☐ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

|    | Union Name                 | Status                            |
|----|----------------------------|-----------------------------------|
| a. | <u>District Council 37</u> | <u>Library Specific/City Wide</u> |
| b. | _____                      | Library Specific/City Wide        |
| c. | _____                      | Library Specific/City Wide        |
| d. | _____                      | Library Specific/City Wide        |

Please attach a copy of your union contract to your survey form.

8. 805 Total number (FTE) of staff with MLS degree  
 9. 24 Total number (FTE) of security personnel (including contract)  
 10. 433 Total number (FTE) of other staff, excluding plant operations and maintenance workers  
 11. 762 Total number (FTE) of staff (a+b+c)  
 12. ☒ Yes ☐ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000?  
 If no, please indicate:

\_\_\_\_\_ greater proportion of MLS staff  
 \_\_\_\_\_ smaller proportion of MLS staff



## Urban Libraries Council Frequent Fast Facts Survey

Page 2

### STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

|              |               |
|--------------|---------------|
| _____        | More than 80% |
| _____        | 60 - 80%      |
| <u>  X  </u> | 40 - 60%      |
| _____        | 20 - 40%      |
| _____        | Less than 20% |

14.   X   Yes \_\_\_\_\_ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone numbers:

Name THOMASINA KENNEDY Phone (718) 990-0740

15.   27   Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

|              |                                      |
|--------------|--------------------------------------|
| _____        | remain the same                      |
| <u>  X  </u> | increase by <u>  15-20  </u> percent |
| _____        | decrease by _____ percent            |

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

|    |           |                 |                  |
|----|-----------|-----------------|------------------|
| a. | _____ Yes | <u>  X  </u> No | Professional     |
| b. | _____ Yes | <u>  X  </u> No | Paraprofessional |
| c. | _____ Yes | <u>  X  </u> No | Clerical         |
| d. | _____ Yes | <u>  X  </u> No | Pages            |

- e. Please indicate who schedules such workers:

|       |                              |
|-------|------------------------------|
| _____ | Personnel department         |
| _____ | Direct supervisors           |
| _____ | Administrative support staff |
| _____ | Other: _____                 |

- f. Approximately how many such workers and how many such hours did your library use last year?

|       |                       |
|-------|-----------------------|
| _____ | Workers (individuals) |
| _____ | Hours                 |

- g. \_\_\_\_\_ What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!



# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name Richland County Public Library
2. Population Served 280,000 3. Date 5-18-93
4. Name of Person Completing Survey C. David Warren
5. Phone (803) 929-3420 Fax \_\_\_\_\_

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

☒ Board (Elected \_\_\_\_\_ Appointed ☒  
☐ City or County Manager  
☐ City or County Department Head  
☐ Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)

☐ Civil Service regulations  
☐ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

Union Name

Status

- |    |       |                            |
|----|-------|----------------------------|
| a. | _____ | Library Specific/City Wide |
| b. | _____ | Library Specific/City Wide |
| c. | _____ | Library Specific/City Wide |
| d. | _____ | Library Specific/City Wide |

Please attach a copy of your union contract to your survey form.

8. 55 Total number (FTE) of staff with MLS degree
9. 4 Total number (FTE) of security personnel (including contract)
10. 192 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. \_\_\_\_\_ Total number (FTE) of staff (a+b+c)
12. \_\_\_\_\_ Yes ☒ No \_\_\_\_\_ If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

☒ greater proportion of MLS staff  
☐ smaller proportion of MLS staff



# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

|                                     |               |
|-------------------------------------|---------------|
| <input type="checkbox"/>            | More than 80% |
| <input checked="" type="checkbox"/> | 60 - 80%      |
| <input type="checkbox"/>            | 40 - 60%      |
| <input type="checkbox"/>            | 20 - 40%      |
| <input type="checkbox"/>            | Less than 20% |

14. ☐ Yes ☒ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name \_\_\_\_\_ Phone \_\_\_\_\_

15. ☐ Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

|                                     |                           |
|-------------------------------------|---------------------------|
| <input checked="" type="checkbox"/> | remain the same           |
| <input type="checkbox"/>            | increase by _____ percent |
| <input type="checkbox"/>            | decrease by _____ percent |

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

|    |   |  |                  |
|----|---|--|------------------|
| a. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            | Professional     |
| b. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            | Paraprofessional |
| c. | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No | Clerical         |
| d. | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No | Pages            |

- e. Please indicate who schedules such workers:

|                                     |                              |
|-------------------------------------|------------------------------|
| <input type="checkbox"/>            | Personnel department         |
| <input type="checkbox"/>            | Direct supervisors           |
| <input checked="" type="checkbox"/> | Administrative support staff |
| <input type="checkbox"/>            | Other: _____                 |

- f. Approximately how many such workers and how many such hours did your library use last year?

|              |                       |
|--------------|-----------------------|
| <u>30</u>    | Workers (individuals) |
| <u>8,260</u> | Hours                 |

- g. 1.72% What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!



# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name RIVERSIDE CITY & COUNTY PUBLIC LIBRARY
2. Population Served 1029025
3. Date JAN 1992
4. Name of Person Completing Survey JUDITH M. ALTH
5. Phone (909) 782-5211 Fax (909) 788-1528

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

☒ Board (Elected ☐ Appointed ☒  
☒ City or County Manager  
☐ City or County Department Head  
☐ Other: \_\_\_\_\_

Please attach a copy of your current organization chart. ANNUAL REPORT 91-92

7. Are the majority of your library employees subject to:  
(Please check all that apply)

☒ Civil Service regulations  
☒ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

|    | Union Name                          | Status                             |
|----|-------------------------------------|------------------------------------|
| a. | <u>PUBLIC EMPLOYEES ASSOCIATION</u> | Library Specific/ <u>City Wide</u> |
| b. | _____                               | Library Specific/City Wide         |
| c. | _____                               | Library Specific/City Wide         |
| d. | _____                               | Library Specific/City Wide         |

NO Please attach a copy of your union contract to your survey form.

STATE REPORT

8. 49.1 Total number (FTE) of staff with MLS degree
9. 1.33 Total number (FTE) of security personnel (including contract) MVA/CLO
10. 172.8 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 223.23 Total number (FTE) of staff (a+b+c)
12. ☐ Yes ☒ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000?  
If no, please indicate:

☒ greater proportion of MLS staff + MORE VOLUNTEERS  
☐ smaller proportion of MLS staff



***Urban Libraries Council  
Frequent Fast Facts Survey***

**Page 2**

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

|              |               |
|--------------|---------------|
| _____        | More than 80% |
| _____        | 60 - 80%      |
| _____        | 40 - 60%      |
| <u>  X  </u> | 20 - 40%      |
| _____        | Less than 20% |

14.        Yes  No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name \_\_\_\_\_ Phone \_\_\_\_\_

15. 0.18 Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

\_\_\_\_\_ remain the same  
 \_\_\_\_\_ increase by \_\_\_\_\_ percent  
 \_\_\_\_\_ decrease by 61 percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

|     |              |     |       |    |                  |
|-----|--------------|-----|-------|----|------------------|
| 1a. | <del>X</del> | Yes | _____ | No | Professional     |
| 1b. | <del>X</del> | Yes | _____ | No | Paraprofessional |
| 1c. | <del>X</del> | Yes | _____ | No | Clerical         |
| 1d. | <del>X</del> | Yes | _____ | No | Pages            |

3. Please indicate who schedules such workers:

  X   Personnel department  
       Direct supervisors  
       Administrative support staff  
       Other:

- f. Approximately how many such workers and how many such hours did your library use last year?

20  
730 Workers (individuals)  
Hours

- g. 0.13 What proportion of your personnel budget was used for employing such workers last year?

**Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!**



## ***Urban Libraries Council Frequent Fast Facts Survey***

***Please return using enclosed, postage-paid envelope by 28 May 1993.***

## STAFFING

1. Library Name Rockford Public Library
2. Population Served 139,426 3. Date 5/18/93
4. Name of Person Completing Survey Estelle M. Black, Assistant Director
5. Phone (815) 965-6731 Fax (815) 965-0866

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?
- X   Board (Elected        Appointed   X  )  
       City or County Manager  
       City or County Department Head  
       Other:

**Please attach a copy of your current organization chart.**

7. Are the majority of your library employees subject to:  
(Please check all that apply)

X Civil Service regulations  
Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

|    | <u>Union Name</u> | <u>Status</u>              |
|----|-------------------|----------------------------|
| a. | AFSCME            | Library Specific/City Wide |
| b. |                   | Library Specific/City Wide |
| c. |                   | Library Specific/City Wide |
| d. |                   | Library Specific/City Wide |

**Please attach a copy of your union contract to your survey form.**

8. 15 Total number (FTE) of staff with MLS degree
9.        Total number (FTE) of security personnel (including contract)
10. 62 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 73 Total number (FTE) of staff (a+b+c)
12. X Yes        No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

\_\_\_\_\_ greater proportion of MLS staff  
\_\_\_\_\_ smaller proportion of MLS staff



## STAFFING



ERIC  
Full Text Provided by ERIC



# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name ST. JOSEPH COUNTY PUBLIC LIBRARY
2. Population Served 167,477
3. Date MAY 24, 1993
4. Name of Person Completing Survey MARIA PORTER
5. Phone (219) 282-4603 Fax (219) 282-4651

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

☒ Board (Elected ☐ Appointed ☒  
☐ City or County Manager  
☐ City or County Department Head  
☐ Other: \_\_\_\_\_

- ✓ Please attach a copy of your current organization chart. ✓

7. Are the majority of your library employees subject to:  
(Please check all that apply) None of these

☐ Civil Service regulations  
☐ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

|    | <u>Union Name</u> | <u>Status</u>              |
|----|-------------------|----------------------------|
| a. | _____             | Library Specific/City Wide |
| b. | _____             | Library Specific/City Wide |
| c. | _____             | Library Specific/City Wide |
| d. | _____             | Library Specific/City Wide |

Please attach a copy of your union contract to your survey form. Have none

8. 28 Total number (FTE) of staff with MLS degree
9. 9.5 Total number (FTE) of security personnel (including contract)
10. 85.5 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 116 Total number (FTE) of staff (a+b+c)
12. ☒ Yes ☐ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000?  
If no, please indicate:

☐ greater proportion of MLS staff  
☐ smaller proportion of MLS staff



# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

|                                     |               |
|-------------------------------------|---------------|
| <input type="checkbox"/>            | More than 80% |
| <input checked="" type="checkbox"/> | 60 - 80%      |
| <input type="checkbox"/>            | 40 - 60%      |
| <input type="checkbox"/>            | 20 - 40%      |
| <input type="checkbox"/>            | Less than 20% |

14. ☐ Yes ☒ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name \_\_\_\_\_ Phone \_\_\_\_\_

15. 1 % Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will: *We spend approximately 20-30% annually on staff devt. but it comes out of a different budget line (Services, not personnel)*
- |                                     |                              |
|-------------------------------------|------------------------------|
| <input type="checkbox"/>            | remain the same              |
| <input checked="" type="checkbox"/> | increase by <u>3</u> percent |
| <input type="checkbox"/>            | decrease by _____ percent    |

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

|    |   |  |                  |
|----|---|--|------------------|
| a. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            | Professional     |
| b. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            | Paraprofessional |
| c. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            | Clerical         |
| d. | <input checked="" type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | Pages            |

- a. Please indicate who schedules such workers:

|                                     |                              |
|-------------------------------------|------------------------------|
| <input checked="" type="checkbox"/> | Personnel department         |
| <input checked="" type="checkbox"/> | Direct supervisors           |
| <input checked="" type="checkbox"/> | Administrative support staff |
| <input type="checkbox"/>            | Other: _____                 |

- f. Approximately how many such workers and how many such hours did your library use last year?

|             |                       |
|-------------|-----------------------|
| <u>21</u>   | Workers (individuals) |
| <u>9170</u> | Hours                 |

- g. NOT AVAILABLE What proportion of your personnel budget was used for employing such workers last year?  
*Figure not available*

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!



# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name Saint Paul Public Library
2. Population Served 272,235 3. Date 5-26-93
4. Name of Person Completing Survey Kate Sheetz
5. Phone 612-292-6390 Fax 612-292-6660

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

       Board (Elected        Appointed       )  
       City or County Manager  
       City or County Department Head  
  X   Other: Mayor of the City

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
 (Please check all that apply)

  X   Civil Service regulations  
  X   Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

|    | <u>Union Name</u>                 | <u>Status</u>  |
|----|-----------------------------------|--|
| a. | St. Paul Supervisors Organization | Library Specific <u>City Wide</u>                    |
| b. | Professional Employees Assoc.     | Library Specific <u>City Wide</u>                    |
| c. | Technical - Union 1842            | Library Specific <u>City Wide</u>                    |
| d. | Clerical Local 2508               | Library Specific <u>City Wide</u>                    |
|    | Operating Engineers Local 70 - NA | St. Paul Manual & Maintenance Supv. <u>City wide</u> |

Please attach a copy of your union contract to your survey form.

8.   36   Total number (FTE) of staff with MLS degree
9.   --   Total number (FTE) of security personnel (including contract)
10. 101.7 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11.   75.7   Total number (FTE) of staff (a+b+c)
12.   X   Yes        No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

       greater proportion of MLS staff  
       smaller proportion of MLS staff



# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

☒ More than 80%  
☐ 60 - 80%  
☐ 40 - 60%  
☐ 20 - 40%  
☐ Less than 20%

14. ☐ Yes ☒ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name \_\_\_\_\_ Phone \_\_\_\_\_

15. ☐ Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

☐ remain the same  
☐ increase by \_\_\_\_\_ percent  
☐ decrease by \_\_\_\_\_ percent

Library has separate trust fund used primarily for staff training and development amounting to approximately \$80,000 each year (interest/dividends)

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a. ☐ Yes ☐ No Professional  
b. ☒ Yes ☐ No Paraprofessional  
c. ☐ Yes ☐ No Clerical  
d. ☐ Yes ☐ No Pages

- e. Please indicate who schedules such workers:

☐ Personnel department  
☐ Direct supervisors  
☐ Administrative support staff  
☒ Other: Payroll clerk at request of agency supervisors

- f. Approximately how many such workers and how many such hours did your library use last year?

20 Workers (individuals)  
14,820 Hours

- g. 4.5 % What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!



|   |       |              |
|---|-------|--------------|
| Post-It brand fax transmittal memo 7871 |       | # of pages 2 |
| To                                      | From  |              |
| On                                      | On    |              |
| Dept.                                   | Phone |              |
| Fax                                     | Fax   |              |

To: ULC  
 From: K Winkerson  
 On: SF PL Lib/Lib  
 Dept.: 915/557-4236  
 Phone: 708/866-9989  
 Fax: 4252

## Urban Libraries Council Frequent Fast Facts Survey

by 28 May 1993.

### STAFFING

1. Library Name San Francisco Public Library
2. Population Served City & County of SF
3. Date 6/1/93
4. Name of Person Completing Survey Kate Winkerson
5. Phone 415/557-4236 Fax 415/557-4252

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

☐ Board (Elected \_\_\_\_\_ Appointed \_\_\_\_\_)  
☐ City or County Manager  
☐ City or County Department Head  
☒ Other: appointed Commissioner

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)

☒ Civil Service regulations  
☒ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

|    | Union Name             | Status                     |
|----|------------------------|----------------------------|
| a. | <u>SEIU, Local 790</u> | Library Specific/City Wide |
| b. |                        | Library Specific/City Wide |
| c. |                        | Library Specific/City Wide |
| d. |                        | Library Specific/City Wide |

Please attach a copy of your union contract to your survey form.

8. 88 Total number (FTE) of staff with MLS degree
9. 7 Total number (FTE) of security personnel (including contract)
10. 144 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 239 Total number (FTE) of staff (a+b+c)
12. ☒ Yes ☐ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

☐ greater proportion of MLS staff  
☐ smaller proportion of MLS staff



# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

☒ More than 80%  
☐ 60 - 80%  
☐ 40 - 60%  
☐ 20 - 40%  
☐ Less than 20%

14. ☒ Yes ☐ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name John MaguirePhone 557-4585

15. ☐ Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

☐ remain the same  
☒ increase by    percent  
☐ decrease by   50   percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a. ☒ Yes ☐ No Professional  
 b. ☐ Yes ☐ No Paraprofessional  
 c. ☐ Yes ☐ No Clerical  
 d. ☐ Yes ☐ No Pages

- e. Please indicate who schedules such workers:

☐ Personnel department  
☒ Direct supervisors  
☐ Administrative support staff  
☐ Other:                     

- f. Approximately how many such workers and how many such hours did your library use last year?

15 Workers (individuals)  
3333 Hours

- g. 20 What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!



# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name San Jose Public Library  
 2. Population Served 813400 3. Date 5-27-93  
 4. Name of Person Completing Survey Diana Zappel  
 5. Phone (408) 277-4827 Fax (408) 277-3187

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

☐ Board (Elected ☐ Appointed ☐  
☐ City or County Manager  
☐ City or County Department Head  
☒ Other: Assistant City Manager

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
 (Please check all that apply)

☒ Civil Service regulations  
☒ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

|    | Union Name                    | Status                            |
|----|-------------------------------|-----------------------------------|
| a. | <u>MEE, Local 101, AFSCME</u> | Library Specific <u>City Wide</u> |
| b. |                               | Library Specific/City Wide        |
| c. |                               | Library Specific/City Wide        |
| d. |                               | Library Specific/City Wide        |

Please attach a copy of your union contract to your survey form.

8. 115.4 Total number (FTE) of staff with MLS degree  
 9. 2.0 Total number (FTE) of security personnel (including contract)  
 10. 187.3 Total number (FTE) of other staff, excluding plant operations and maintenance workers  
 11. 304.6 Total number (FTE) of staff (a+b+c)  
 12. ☒ Yes ☐ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000?  
 If no, please indicate:

☐ greater proportion of MLS staff  
☐ smaller proportion of MLS staff



# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

☒ More than 80%  
☐ 60 - 80%  
☐ 40 - 60%  
☐ 20 - 40%  
☐ Less than 20%

14. ☐ Yes ☒ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name \_\_\_\_\_ Phone \_\_\_\_\_

15. C % Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

☐ remain the same  
☐ increase by \_\_\_\_\_ percent  
☐ decrease by \_\_\_\_\_ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a. ☒ Yes ☐ No Professional  
b. ☐ Yes ☒ No Paraprofessional  
c. ☒ Yes ☐ No Clerical  
d. ☒ Yes ☐ No Pages

- e. Please indicate who schedules such workers:

☒ Personnel department  
☐ Direct supervisors  
☐ Administrative support staff  
☐ Other: \_\_\_\_\_

- f. Approximately how many such workers and how many such hours did your library use last year?

27 Workers (individuals)  
5000 Hours

- g. less than % What proportion of your personnel budget was used for employing such workers last year?  
190

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!



# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name Schaumburg Township District Library
2. Population Served 135,000
3. Date 5/12/93
4. Name of Person Completing Survey Michael Madden
5. Phone 708-885-3373 Fax 708-885-8271

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?
  - ☒ Board (Elected ☒ Appointed ☐)
  - ☐ City or County Manager
  - ☐ City or County Department Head
  - ☐ Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)

☐ Civil Service regulations  
☐ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

Union Name

Status

- |    |       |                            |
|----|-------|----------------------------|
| a. | _____ | Library Specific/City Wide |
| b. | _____ | Library Specific/City Wide |
| c. | _____ | Library Specific/City Wide |
| d. | _____ | Library Specific/City Wide |

Please attach a copy of your union contract to your survey form.

8. 17.8 Total number (FTE) of staff with MLS degree
9. 0.9 Total number (FTE) of security personnel (including contract)
10. 93.1 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 111.8 Total number (FTE) of staff (a+b+c)
12. ☒ Yes ☐ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000?  
If no, please indicate:

\_\_\_\_\_ greater proportion of MLS staff  
 \_\_\_\_\_ smaller proportion of MLS staff



# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

☒ More than 80%  
☐ 60 - 80%  
☐ 40 - 60%  
☐ 20 - 40%  
☐ Less than 20%

14. ☐ Yes ☒ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number: *This is something we are considering though*

Name \_\_\_\_\_

Phone \_\_\_\_\_

15. 1.8 % Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

☒ remain the same  
☐ increase by 22 percent  
☐ decrease by \_\_\_\_\_ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a. ☐ Yes ☒ No Professional  
b. ☐ Yes ☒ No Paraprofessional  
c. ☒ Yes ☐ No Clerical  
d. ☐ Yes ☒ No Pages

*Yes, but most temporaries will be eliminated next year.*

- e. Please indicate who schedules such workers:

☒ Personnel department  
☐ Direct supervisors  
☐ Administrative support staff  
☐ Other: \_\_\_\_\_

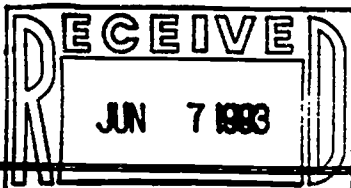
- f. Approximately how many such workers and how many such hours did your library use last year?

12,000 Workers (individuals)  
2 Hours

- g. 2 % What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!





## Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed postage-paid envelope by 28 May 1993.

### STAFFING

1. Library Name Seattle Public Library
2. Population Served 516,259 3. Date 5/28/93
4. Name of Person Completing Survey Robert May
5. Phone 206-386-4110 Fax 206-386-4108

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?
- |               |  |
|---------------|--|
| <u>XX</u>     | Board (Elected <u>      </u> Appointed <u>XX</u> ) |
| <u>      </u> | City or County Manager                             |
| <u>      </u> | City or County Department Head                     |
| <u>      </u> | Other: <u>                                </u>     |

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)
- XX Civil Service regulations  
       Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

|    | <u>Union Name</u>                       | <u>Status</u>                     |
|----|---|-----------------------------------|
| a. | <u>AFSME - Local 2083 &amp; 2083C</u>   | <u>Library Specific/City Wide</u> |
| b. | <u>                                </u> | <u>Library Specific/City Wide</u> |
| c. | <u>                                </u> | <u>Library Specific/City Wide</u> |
| d. | <u>                                </u> | <u>Library Specific/City Wide</u> |

Please attach a copy of your union contract to your survey form.

8. 115.28 Total number (FTE) of staff with MLS degree
9. 2.0 Total number (FTE) of security personnel (including contract)
10. 234.10 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 351.38 Total number (FTE) of staff (a+b+c)
12. XX Yes        No        If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000?  
If no, please indicate:

X greater proportion of MLS staff  
       smaller proportion of MLS staff



# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

|           |               |
|-----------|---------------|
| _____     | More than 80% |
| _____     | 60 - 80%      |
| <u>XX</u> | 40 - 60%      |
| _____     | 20 - 40%      |
| _____     | Less than 20% |

14. XX Yes \_\_\_\_\_ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name Mary Douglass Phone 206-386-4126

15. 0.40 % Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

|           |                           |
|-----------|---------------------------|
| <u>XX</u> | remain the same           |
| _____     | increase by _____ percent |
| _____     | decrease by _____ percent |

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

|    |           |     |       |    |                  |
|----|-----------|-----|-------|----|------------------|
| a. | <u>XX</u> | Yes | _____ | No | Professional     |
| b. | <u>XX</u> | Yes | _____ | No | Paraprofessional |
| c. | <u>XX</u> | Yes | _____ | No | Clerical         |
| d. | <u>XX</u> | Yes | _____ | No | Pages            |

- e. Please indicate who schedules such workers:

|           |                              |
|-----------|------------------------------|
| _____     | Personnel department         |
| <u>XX</u> | Direct supervisors           |
| _____     | Administrative support staff |
| _____     | Other: _____                 |

- f. Approximately how many such workers and how many such hours did your library use last year?

|            |                       |
|------------|-----------------------|
| <u>N/A</u> | Workers (individuals) |
| <u>N/A</u> | Hours                 |

- g. N/A % What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!



# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name Spokane Public Library
2. Population Served 180,000 3. Date 5/27/93
4. Name of Person Completing Survey Daniel L. Walters, Library Director
5. Phone (509) 625-6770 Fax (509) 625-6794

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?
  - ☒ Board (Elected        Appointed ☒ )
  - City or County Manager
  - City or County Department Head
  - Other:

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)
  - ☒ Civil Service regulations
  - Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

|    | Union Name                              | Status                     |
|----|---|----------------------------|
| a. | AFSCME AFL-CIO                          | Library Specific/City Wide |
| b. | <u>                                </u> | Library Specific/City Wide |
| c. | <u>                                </u> | Library Specific/City Wide |
| d. | <u>                                </u> | Library Specific/City Wide |

Please attach a copy of your union contract to your survey form.

8. 28 Total number (FTE) of staff with MLS degree
9. 0 Total number (FTE) of security personnel (including contract)
10. 71 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 99 Total number (FTE) of staff (a+b+c)
12. ☒ Yes ☐ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000?  
If no, please indicate:

☐ greater proportion of MLS staff  
☐ smaller proportion of MLS staff



## ***Urban Libraries Council Frequent Fast Facts Survey***

**Page 2**

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

|              |               |
|--------------|---------------|
| <u>    </u>  | More than 80% |
| <u>  X  </u> | 60 - 80%      |
| <u>    </u>  | 40 - 60%      |
| <u>    </u>  | 20 - 40%      |
| <u>    </u>  | Less than 20% |

14. \_\_\_\_\_ Yes   X   No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name \_\_\_\_\_ Phone \_\_\_\_\_

15. 0.65 & please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

X                      remain the same  
 \_\_\_\_\_ increase by \_\_\_\_\_ percent  
 \_\_\_\_\_ decrease by \_\_\_\_\_ percent  
 \_\_\_\_\_

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

|    |              |     |       |    |                  |
|----|--------------|-----|-------|----|------------------|
| a. | <del>X</del> | Yes | _____ | No | Professional     |
| b. | <del>X</del> | Yes | _____ | No | Paraprofessional |
| c. | <del>X</del> | Yes | _____ | No | Clerical         |
| d. | <del>X</del> | Yes | _____ | No | Pages            |

- e. Please indicate who schedules such workers:

Personnel department  
Direct supervisors  
Administrative support staff  
Other:

- f. Approximately how many such workers and how many such hours did your library use last year?

55  
34,400

Workers (individuals)  
Hours

- g. 4.9 % What proportion of your personnel budget was used for employing such workers last year?

**Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!**



***Urban Libraries Council  
Frequent Fast Facts Survey***

***Please return using enclosed, postage-paid envelope by 28 May 1993.***

## STAFFING

1. Library Name Sunnyvale Public Library  
2. Population Served 119,600 3. Date May 21, 1993  
4. Name of Person Completing Survey Beverley J. Simmons  
5. Phone (408) 730-7314 Fax (408) 735-8767

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

Board (Elected \_\_\_\_\_ Appointed \_\_\_\_\_)  
☒ City or County Manager  
 \_\_\_\_\_ City or County Department Head  
 \_\_\_\_\_ Other:

**Please attach a copy of your current organization chart.**

7. Are the majority of your library employees subject to:  
(Please check all that apply)

X Civil Service regulations

X Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

Union Name

**Status**

- |    |   |                            |                |
|----|---|----------------------------|----------------|
| a. | S.E.I.U.                                | Library Specific/City Wide | part time staf |
| b. | <u>Sunnyvale Employees Association-</u> | Library Specific/City Wide | full time staf |
| c. | <u>unaffiliated</u>                     | Library Specific/City Wide | full time staf |
| d. | <u></u>                                 | Library Specific/City Wide |                |
|    | <u></u>                                 | Library Specific/City Wide |                |

**Please attach a copy of your union contract to your survey form.**

8. 27.5 Total number (FTE) of staff with MLS degree
9. 1.5 Total number (FTE) of security personnel (including contract)
10. 77 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 78.54 Total number (FTE) of staff (a+b+c)
12. \_\_\_\_\_ Yes x No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate: /
- x greater proportion of MLS staff  
\_\_\_\_\_ smaller proportion of MLS staff



***Urban Libraries Council  
Frequent Fast Facts Survey***

**Page 2**

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

|                   |               |
|-------------------|---------------|
| <u>    X    </u>  | More than 80% |
| <u>          </u> | 60 - 80%      |
| <u>          </u> | 40 - 60%      |
| <u>          </u> | 20 - 40%      |
| <u>          </u> | Less than 20% |

14. \_\_\_\_\_ Yes   X   No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name \_\_\_\_\_ Phone \_\_\_\_\_

15. 1.2 Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

           remain the same  
  x   increase by   5   percent  
           decrease by        percent

- 16 For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

- |    |              |     |               |    |                  |
|----|--------------|-----|---------------|----|------------------|
| a. | <u>  x  </u> | Yes | <u>      </u> | No | Professional     |
| b. | <u>  x  </u> | Yes | <u>      </u> | No | Paraprofessional |
| c. | <u>  x  </u> | Yes | <u>      </u> | No | Clerical         |
| d. | <u>  x  </u> | Yes | <u>      </u> | No | Pages            |

- e. Please indicate who schedules such workers:

         Personnel department  
  X   Direct supervisors  
         Administrative support staff  
         Other:

- f. Approximately how many such workers and how many such hours did your library use last year?

|              |                                |
|--------------|--------------------------------|
| <u>9.778</u> | Workers (individuals)<br>Hours |
|--------------|--------------------------------|

- g. 6 % What proportion of your personnel budget was used for employing such workers last year?

**Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!**



# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name Tacoma Public Library  
 2. Population Served 170,000 3. Date 5/18/93  
 4. Name of Person Completing Survey Michael Tatt  
 5. Phone 206-591-5602 Fax 206-591-5470

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

☒ Board (Elected ☐ Appointed ☒  
☐ City or County Manager  
☐ City or County Department Head  
☐ Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
 (Please check all that apply)

☒ Civil Service regulations  
☐ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

Union Name

Status

- |    |               |                                   |
|----|---------------|-----------------------------------|
| a. | <u>AFSCME</u> | <u>Library Specific/City Wide</u> |
| b. | _____         | Library Specific/City Wide        |
| c. | _____         | Library Specific/City Wide        |
| d. | _____         | Library Specific/City Wide        |

Please attach a copy of your union contract to your survey form.

8. 11 Total number (FTE) of staff with MLS degree  
 9. 3 Total number (FTE) of security personnel (including contract)  
 10. 92 Total number (FTE) of other staff, excluding plant operations and maintenance workers  
 11. 106 Total number (FTE) of staff (a+b+c)  
 12. ☒ Yes ☐ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000?  
 If no, please indicate:

\_\_\_\_\_ greater proportion of MLS staff  
 \_\_\_\_\_ smaller proportion of MLS staff



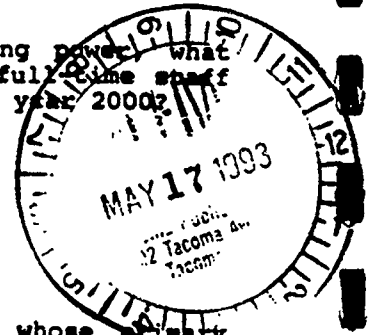
# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

☒ More than 80%  
☐ 60 - 80%  
☐ 40 - 60%  
☐ 20 - 40%  
☐ Less than 20%



14. ☒ Yes ☐ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name \_\_\_\_\_ Phone \_\_\_\_\_

15. .002 Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

☒ remain the same  
☐ increase by \_\_\_\_\_ percent  
☐ decrease by \_\_\_\_\_ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a. ☐ Yes ☒ No Professional  
b. ☐ Yes ☒ No Paraprofessional  
c. ☐ Yes ☒ No Clerical  
d. ☐ Yes ☒ No Pages

- e. Please indicate who schedules such workers:

☐ Personnel department  
☐ Direct supervisors  
☐ Administrative support staff  
☐ Other: \_\_\_\_\_

- f. Approximately how many such workers and how many such hours did your library use last year?

☐ Workers (individuals)  
☐ Hours

- g. ☐ What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!



# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name TOLEDO-LUCAS COUNTY PUBLIC LIBRARY
2. Population Served 462,630 3. Date 5/25/93
4. Name of Person Completing Survey Consuelo Hernandez, Personnel Manager
5. Phone (419) 259-5257 Fax (419) 255-1332

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

X Board (Elected        Appointed X)  
       City or County Manager  
       City or County Department Head  
       Other:                                 

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)

X Civil Service regulations  
       Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

| Union Name  | Status                                   |
|---|--|
| a. Communications Workers of                        | Library Specific/City-Wide               |
| <u>XX</u> <u>America (CWA)</u>                      | Library Specific/City-Wide Support Staff |
| <u>XX</u> <u>Assoc. of Public Library Employees</u> | Library Specific/City Wide               |
| (APLE)  | Library Specific/City Wide Prof. Staff   |

Please attach a copy of your union contract to your survey form.

8. 102 Total number (FTE) of staff with MLS degree
9. 2 Total number (FTE) of security personnel (including contract) substitute classificatio
10. 200 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 304 Total number (FTE) of staff (a+b+c)
12.        Yes X No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:
- X greater proportion of MLS staff  
       smaller proportion of MLS staff



## ***Urban Libraries Council Frequent Fast Facts Survey***

**Page 2**

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

|   |               |
|---|---------------|
| X | More than 80% |
|   | 60 - 80%      |
|   | 40 - 60%      |
|   | 20 - 40%      |
|   | Less than 20% |

14. \_\_\_\_\_ Yes   X   No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name \_\_\_\_\_ Phone \_\_\_\_\_

15. .005 Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will: (separate line item, not remain the same part of Personnel Budget, %  
X increase by .005 percent Total 1% of Budget based on  
       decrease by        percent TOTAL Budget)
16. For each category of staff, please indicate if your library

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

|      |               |     |               |    |                  |
|------|---------------|-----|---------------|----|------------------|
| u.s. | <u>X</u>      | Yes | <u>      </u> | No | Professional     |
|      | <u>X</u>      | Yes | <u>      </u> | No | Paraprofessional |
|      | <u>X</u>      | Yes | <u>      </u> | No | Clerical         |
|      | <u>      </u> | Yes | <u>X</u>      | No | Pages            |

2. Please indicate who schedules such workers:  
 \*\*\*\* see attached for procedure  
 \_\_\_\_\_ Personnel department  
 \_\_\_\_\_ Direct supervisors  
 \_\_\_\_\_ Administrative support staff  
 \_\_\_\_\_ Other:

- f. Approximately how many such workers and how many such hours did your library use last year? (includes security officers and substitutes)
- |               |                                 |
|---------------|---------------------------------|
| 58            | Workers (individuals) (on call) |
| <u>15,721</u> | Hours                           |

- g. 1.3% What proportion of your personnel budget was used for employing such workers last year?

**Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!**



**16. e.     Scheduling - Substitute Workers**

**Procedure:**

The Agency Manager requests date(s) and time(s) needed through the appropriate Administrative Officer.

The Administrative Officer approves or disapproves the request.

If the request is approved, the Administrative Officer notifies the Personnel Office.

The Personnel Office contacts a substitute worker, schedules the hours and then notifies the Agency Manager.



# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name Topeka and Shawnee County Public Library
2. Population Served 157,513 3. Date May 20, 1993
4. Name of Person Completing Survey Tom Muth
5. Phone (913) 233-2040 Fax (913) 233-2055

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

  X   Board (Elected        Appointed   X  )  
       City or County Manager  
       City or County Department Head  
       Other:                                 

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)

  NA   Civil service regulations  
  NA   Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

|    | <u>Union Name</u>                       | <u>Status</u>              |
|----|---|----------------------------|
| a. | <u>                                </u> | Library Specific/City Wide |
| b. | <u>                                </u> | Library Specific/City Wide |
| c. | <u>                                </u> | Library Specific/City Wide |
| d. | <u>                                </u> | Library Specific/City Wide |

Please attach a copy of your union contract to your survey form.

8.   20   Total number (FTE) of staff with MLS degree
9.   1.5   Total number (FTE) of security personnel (including contract)
10.   95   Total number (FTE) of other staff, excluding plant operations and maintenance workers
11.  116.5  Total number (FTE) of staff (a+b+c)
12.   X   Yes        No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

       greater proportion of MLS staff  
       smaller proportion of MLS staff



# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

|               |               |
|---------------|---------------|
| <u>      </u> | More than 80% |
| <u>  X  </u>  | 60 - 80%      |
| <u>      </u> | 40 - 60%      |
| <u>      </u> | 20 - 40%      |
| <u>      </u> | Less than 20% |

14.   X   Yes        No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name George Paris (leaves July 1, 1993) Phone (913) 233-2040  
Louise Hanson (begins July 1, 1993)

15. .00% Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

|               |                                   |
|---------------|-----------------------------------|
| <u>      </u> | remain the same                   |
| <u>  Y  </u>  | increase by <u>.005</u> percent   |
| <u>      </u> | decrease by <u>      </u> percent |

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

|    |                   |                  |                  |
|----|-------------------|------------------|------------------|
| a. | <u>  X  </u> Yes  | <u>      </u> No | Professional     |
| b. | <u>  X  </u> Yes  | <u>      </u> No | Paraprofessional |
| c. | <u>  X  </u> Yes  | <u>      </u> No | Clerical         |
| d. | <u>      </u> Yes | <u>  X  </u> No  | Pages            |

- e. Please indicate who schedules such workers:

|               |  |
|---------------|--|
| <u>      </u> | Personnel department                           |
| <u>  X  </u>  | Direct supervisors                             |
| <u>      </u> | Administrative support staff                   |
| <u>      </u> | Other: <u>                                </u> |

- f. Approximately how many such workers and how many such hours did your library use last year?

|                |                       |
|----------------|-----------------------|
| <u>  13  </u>  | Workers (individuals) |
| <u>2576.75</u> | Hours                 |

- g. .00% What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!



# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name TUCSON-PIMA LIBRARY (TUCSON, ARIZONA)
2. Population Served 695,685
3. Date MAY 25, 1993
4. Name of Person Completing Survey N. KAYNER
5. Phone 602-791-2542 Fax 602-791-3213

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

☒ Board (Elected \_\_\_\_\_ Appointed \_\_\_\_\_)  
☐ City or County Manager  
☐ City or County Department Head  
☐ Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)

☒ Civil Service regulations  
☐ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

|    | <u>Union Name</u> | <u>Status</u>              |
|----|-------------------|----------------------------|
| a. | _____             | Library Specific/City Wide |
| b. | _____             | Library Specific/City Wide |
| c. | _____             | Library Specific/City Wide |
| d. | _____             | Library Specific/City Wide |

Please attach a copy of your union contract to your survey form.

8. 77.0 Total number (FTE) of staff with MLS degree
9. 4.0 Total number (FTE) of security personnel (including contract)
10. 160.25 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 243.25 Total number (FTE) of staff (a+b+c)
12. \_\_\_\_\_ Yes ☒ No \_\_\_\_\_ If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000?  
If no, please indicate:

☐ greater proportion of MLS staff  
☒ smaller proportion of MLS staff



## ***Urban Libraries Council Frequent Fast Facts Survey***

**Page 2**

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

|                   |               |
|-------------------|---------------|
| <u>          </u> | More than 80% |
| <u>  X  </u>      | 60 - 80%      |
| <u>          </u> | 40 - 60%      |
| <u>          </u> | 20 - 40%      |
| <u>          </u> | Less than 20% |

14.        Yes   X   No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name \_\_\_\_\_ Phone \_\_\_\_\_

15. .01 Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

    X          remain the same  
                increase by \_\_\_\_\_ percent  
                decrease by \_\_\_\_\_ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

|    |               |     |               |    |                  |
|----|---------------|-----|---------------|----|------------------|
| a. | <u>      </u> | Yes | <u>  X  </u>  | No | Professional     |
| b. | <u>      </u> | Yes | <u>  X  </u>  | No | Paraprofessional |
| c. | <u>  X  </u>  | Yes | <u>      </u> | No | Clerical         |
| d. | <u>  X  </u>  | Yes | <u>      </u> | No | Pages            |

- . Please indicate who schedules such workers:

     Personnel department  
  X   Direct supervisors  
     Administrative support staff  
     Other:

- f. Approximately how many such workers and how many such hours did your library use last year?

110      Workers (individuals)  
62,400      Hours

- g. .07% What proportion of your personnel budget was used for employing such workers last year?

**Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!**



# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name Tulsa City-County Library
2. Population Served 503,340 3. Date 5-24-93
4. Name of Person Completing Survey Geraldine C. Hendon
5. Phone 918-596-7887 Fax 918-596-2641

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

☒ Board (Elected ☐ Appointed ☒  
☐ City or County Manager  
☐ City or County Department Head  
☐ Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)

☐ Civil Service regulations  
☐ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

|    | <u>Union Name:</u> | <u>Status</u>              |
|----|--------------------|----------------------------|
| a. | _____              | Library Specific/City Wide |
| b. | _____              | Library Specific/City Wide |
| c. | _____              | Library Specific/City Wide |
| d. | _____              | Library Specific/City Wide |

Please attach a copy of your union contract to your survey form.

8. 54.0 Total number (FTE) of staff with MLS degree
9. 5.0 Total number (FTE) of security personnel (including contract)
10. 148.0 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 207.0 Total number (FTE) of staff (a+b+c)
12. ☒ Yes ☐ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000?  
If no, please indicate:

☐ greater proportion of MLS staff  
☐ smaller proportion of MLS staff



# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

☒ More than 80%  
☐ 60 - 80%  
☐ 40 - 60%  
☐ 20 - 40%  
☐ Less than 20%

14. ☐ Yes ☒ No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

*we use a committee of staff people to plan in-service meetings, then recruit presenters, etc.*

Name \_\_\_\_\_ Phone \_\_\_\_\_

15. .05% Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

*very little!*

☒ remain the same  
☐ increase by \_\_\_\_\_ percent  
☐ decrease by \_\_\_\_\_ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

a. ☐ Yes ☐ No Professional  
 b. ☒ Yes ☐ No Paraprofessional  
 c. ☒ Yes ☐ No Clerical  
 d. ☐ Yes ☐ No Pages

- e. Please indicate who schedules such workers:

☐ Personnel department  
☐ Direct supervisors  
☒ Administrative support staff  
☐ Other: \_\_\_\_\_

- f. Approximately how many such workers and how many such hours did your library use last year?

10 Workers (individuals)  
 \_\_\_\_\_ Hours

- g. .03% ? What proportion of your personnel budget was used for employing such workers last year?

*very little!*

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!



# Urban Libraries Council Frequent Fast Facts Survey

Please return using enclosed, postage-paid envelope by 28 May 1993.

## STAFFING

1. Library Name Worcester Public Library
2. Population Served 169,759 3. Date 18 May 1993
4. Name of Person Completing Survey Penelope B. Johnson
5. Phone 508-799-1690 Fax 508-799-1652

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?

☒ Board (Elected ☐ Appointed ☒  
☒ City or County Manager  
☐ City or County Department Head  
☐ Other: \_\_\_\_\_

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
 (Please check all that apply)

☐ Civil Service regulations  
☒ Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

|    | <u>Union Name</u>      | <u>Status</u>                     |
|----|------------------------|-----------------------------------|
| a. | <u>Local 495, SEIU</u> | <u>Library Specific/City Wide</u> |
| b. | _____                  | <u>Library Specific/City Wide</u> |
| c. | _____                  | <u>Library Specific/City Wide</u> |
| d. | _____                  | <u>Library Specific/City Wide</u> |

Please attach a copy of your union contract to your survey form.

8. 35 Total number (FTE) of staff with MLS degree  
0 unfortunately
9.        Total number (FTE) of security personnel (including contract)
10. 41 Total number (FTE) of other staff, excluding plant operations and maintenance workers  
76
11.        Total number (FTE) of staff (a+b+c)
12. ☒ Yes ☐ No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

       greater proportion of MLS staff  
       smaller proportion of MLS staff



# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

|              |               |
|--------------|---------------|
| _____        | More than 80% |
| _____        | 60 - 80%      |
| <u>  x  </u> | 40 - 60%      |
| _____        | 20 - 40%      |
| _____        | Less than 20% |

14. \_\_\_\_\_ Yes   x   No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name \_\_\_\_\_ Phone \_\_\_\_\_

15. Negligible Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

|              |                                   |
|--------------|-----------------------------------|
| _____        | remain the same                   |
| <u>  x  </u> | increase by <u>  ?  </u> percent  |
| _____        | decrease by <u>      </u> percent |

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

|    |       |     |              |    |                  |
|----|-------|-----|--------------|----|------------------|
| a. | _____ | Yes | <u>  x  </u> | No | Professional     |
| b. | _____ | Yes | <u>  x  </u> | No | Paraprofessional |
| c. | _____ | Yes | <u>  x  </u> | No | Clerical         |
| d. | _____ | Yes | <u>  x  </u> | No | Pages            |

- e. Please indicate who schedules such workers:

|       |                              |
|-------|------------------------------|
| _____ | Personnel department         |
| _____ | Direct supervisors           |
| _____ | Administrative support staff |
| _____ | Other: _____                 |

- f. Approximately how many such workers and how many such hours did your library use last year?

|       |                       |
|-------|-----------------------|
| _____ | Workers (individuals) |
| _____ | Hours                 |

- g. \_\_\_\_\_ What proportion of your personnel budget was used for employing such workers last year?

I hope libraries that respond affirmatively to question 16 will share information on how this works.

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!



**Frequent Fast Facts Survey***Please return using enclosed, postage-paid envelope by 28 May 1993.***STAFFING**

1. Library Name Yonkers Public Library
2. Population Served 188,082 3. Date 05/28/93
4. Name of Person Completing Survey Jacqueline Winslow Miller
5. Phone (914) 963-0788 Fax (914) 963-2301

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?
- X Board (Elected        Appointed X)
- City or County Manager
- City or County Department Head
- Other:

Please attach a copy of your current organization chart.

7. Are the majority of your library employees subject to:  
(Please check all that apply)

- X Civil Service regulations
- X Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

| <u>Union Name</u>                          | <u>Status</u>                     |
|--|-----------------------------------|
| a. Local 704 Service Employees             | Library Specific/City Wide        |
| b. <u>International Union (SEIU)</u>       | <u>Library Specific/City Wide</u> |
| c. <u>(AFL-CIO)</u>                        | Library Specific/City Wide        |
| d. <u>                                </u> | Library Specific/City Wide        |

Please attach a copy of your union contract to your survey form.

8. 30.6 Total number (FTE) of staff with MLS degree
9. 1\* Total number (FTE) of security personnel (including contract)
10. 82.4 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 114.0 Total number (FTE) of staff (a+b+c)
12. X Yes        No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

       greater proportion of MLS staff

       smaller proportion of MLS staff

\*outside contractor

TOTAL P.02

P.02

05-28-1993 03:38PM

914 963 2301



## ***Urban Libraries Council Frequent Fast Facts Survey***

**Page 2**

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today do you anticipate will still be on the staff in the year 2000?

|             |               |
|-------------|---------------|
| <u>    </u> | More than 80% |
| <u>    </u> | 60 - 80%      |
| <u>    </u> | 40 - 60%      |
| <u>    </u> | 20 - 40%      |
| <u>    </u> | Less than 20% |

14. \_\_\_\_\_ Yes   X   No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:

Name \_\_\_\_\_ Phone \_\_\_\_\_

15. \_\_\_\_\_ Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

  X   remain the same  
       increase by \_\_\_\_\_ percent  
       decrease by \_\_\_\_\_ percent

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

|    |             |     |             |    |                  |
|----|-------------|-----|-------------|----|------------------|
| a. | <u>X</u>    | Yes | <u>    </u> | No | Professional     |
| b. | <u>X</u>    | Yes | <u>    </u> | No | Paraprofessional |
| c. | <u>X</u>    | Yes | <u>    </u> | No | Clerical         |
| d. | <u>    </u> | Yes | <u>X</u>    | No | Pages            |

- e. Please indicate who schedules such workers:

  A    
Personnel department  
Direct supervisors  
Administrative support staff  
Other:

- f. Approximately how many such workers and how many such hours did your library use last year?

|          |                       |
|----------|-----------------------|
| <u>6</u> | Workers (individuals) |
| 631      | Hours                 |

- g. 0.5 What proportion of your personnel budget was used for employing such workers last year?

**Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!**



# ***Urban Libraries Council Frequent Fast Facts Survey***

***Please return using enclosed, postage-paid envelope by 28 May 1993.***

## STAFFING

1. Library Name Public Library of Youngstown and Mahoning County  
2. Population Served 277,018 3. Date May 27, 1993  
4. Name of Person Completing Survey Theresa A. Trucksis  
5. Phone (216) 744-8636 Fax (216) 744-2258

The intent of this survey is to gather information about current staffing in your library, and your best estimates about future patterns. The ULC office will compile results quickly and make them available to you, together with copies of the survey forms we receive. Thank you for your cooperation.

6. To whom does the Library Director report?
- X   Board (Elected        Appointed   X  )  
       City or County Manager  
       City or County Department Head  
       Other:

**Please attach a copy of your current organization chart.**

7. Are the majority of your library employees subject to:  
(Please check all that apply)
- Civil Service regulations
- X   Union or other authorized bargaining unit contracts. If applicable, please give the union name and circle the appropriate status:

|    | <u>Union Name</u>        | <u>Status</u>                |
|----|--------------------------|------------------------------|
| a. | SEIU DIST 925 (AFL-CIO)  | x Library Specific/City Wide |
| b. | SEIU LOCAL 627 (AFL-CIO) | x Library Specific/City Wide |
| c. |                          | Library Specific/City Wide   |
| d. |                          | Library Specific/City Wide   |

**Please attach a copy of your union contract to your survey form.**

8. 52 Total number (FTE) of staff with MLS degree
9. -- Total number (FTE) of security personnel (including contract)
10. 132 Total number (FTE) of other staff, excluding plant operations and maintenance workers
11. 140 Total number (FTE) of staff (a+b+c)
12.        Yes X No If your annual operating budget remains approximately the same in buying power, do you anticipate having the same proportion of MLS staff in the year 2000? If no, please indicate:

|          |                                 |
|----------|---------------------------------|
| <u>X</u> | greater proportion of MLS staff |
|          | smaller proportion of MLS staff |



# Urban Libraries Council Frequent Fast Facts Survey

Page 2

## STAFFING

13. If your budget remains approximately the same in buying power, what proportion of the current individuals on the library's full-time staff today to you anticipate will still be on the staff in the year 2000?

|               |               |
|---------------|---------------|
| <u>X</u>      | More than 80% |
| <u>      </u> | 60 - 80%      |
| <u>      </u> | 40 - 60%      |
| <u>      </u> | 20 - 40%      |
| <u>      </u> | Less than 20% |

14. X Yes        No Do you have a person on staff whose primary responsibility (i.e., 50% of time or more) is overseeing staff development/training? If yes, please give name and phone number:  
Name 2 clerical trainers Ruth K. Bradshaw, Personnel  
Phone (216) 744-8636

15. 8 % Please enter the approximate proportion of your personnel budget that was spent for staff development last year. Between 1994 and 2000, do you expect that proportion will:

|               |                                   |
|---------------|-----------------------------------|
| <u>X</u>      | remain the same                   |
| <u>      </u> | increase by <u>2</u> percent      |
| <u>      </u> | decrease by <u>      </u> percent |

16. For each category of staff, please indicate if your library uses substitutes, on call, or temporary workers.

|    |               |     |               |    |                  |
|----|---------------|-----|---------------|----|------------------|
| a. | <u>X</u>      | Yes | <u>      </u> | No | Professional     |
| b. | <u>      </u> | Yes | <u>      </u> | No | Paraprofessional |
| c. | <u>X</u>      | Yes | <u>      </u> | No | Clerical         |
| d. | <u>      </u> | Yes | <u>      </u> | No | Pages            |

- e. Please indicate who schedules such workers:

|               |                              |
|---------------|------------------------------|
| <u>      </u> | Personnel department         |
| <u>      </u> | Direct supervisors           |
| <u>      </u> | Administrative support staff |
| <u>      </u> | Other: <u>Administrator</u>  |

- f. Approximately how many such workers and how many such hours did your library use last year?

|               |                       |
|---------------|-----------------------|
| <u>17</u>     | Workers (individuals) |
| <u>16981½</u> | Hours                 |

- g. 3 % What proportion of your personnel budget was used for employing such workers last year?

Thank you for your help. In about 30 days you will receive a copy of a summary report of this Frequent Fast Facts Survey, together with the responses of all libraries which participated. If you have additional ideas for ULC Frequent Fast Facts Surveys, please let us know!

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**Urban Libraries Council  
Frequent Fast Facts Survey**

---

**STAFFING**

---

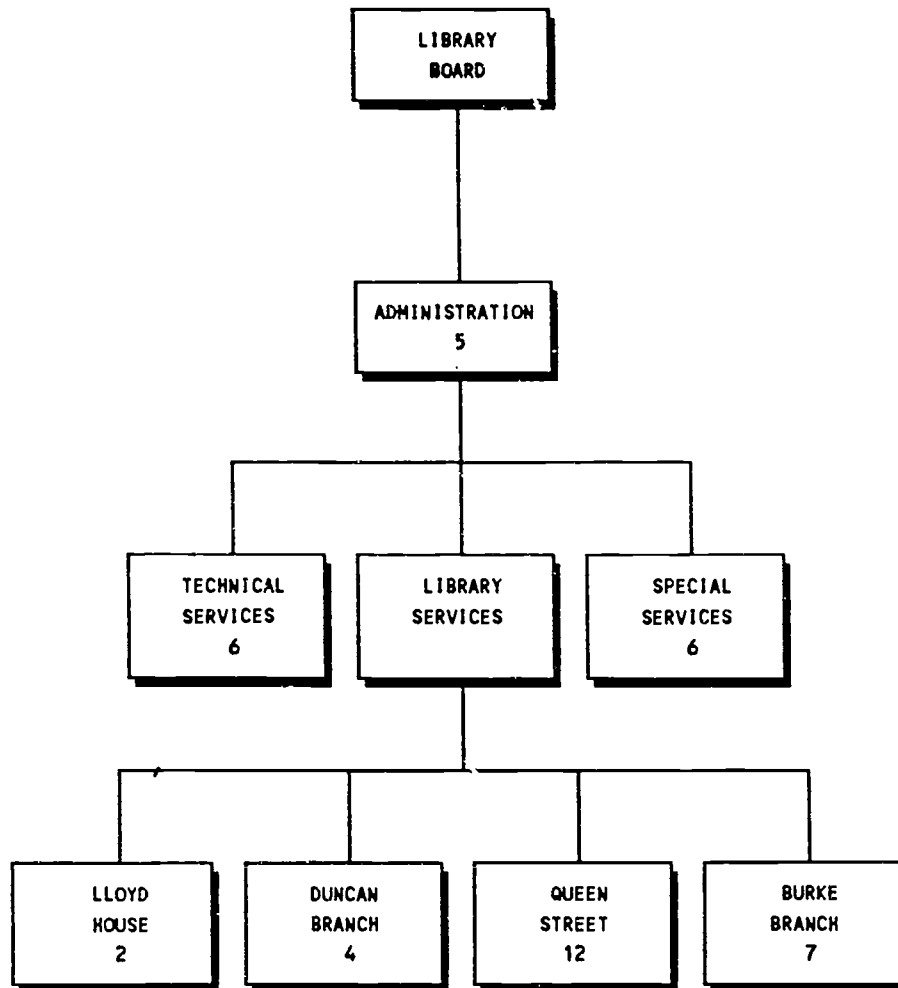
**Appendix A.**

**Organization Charts**



# LIBRARY

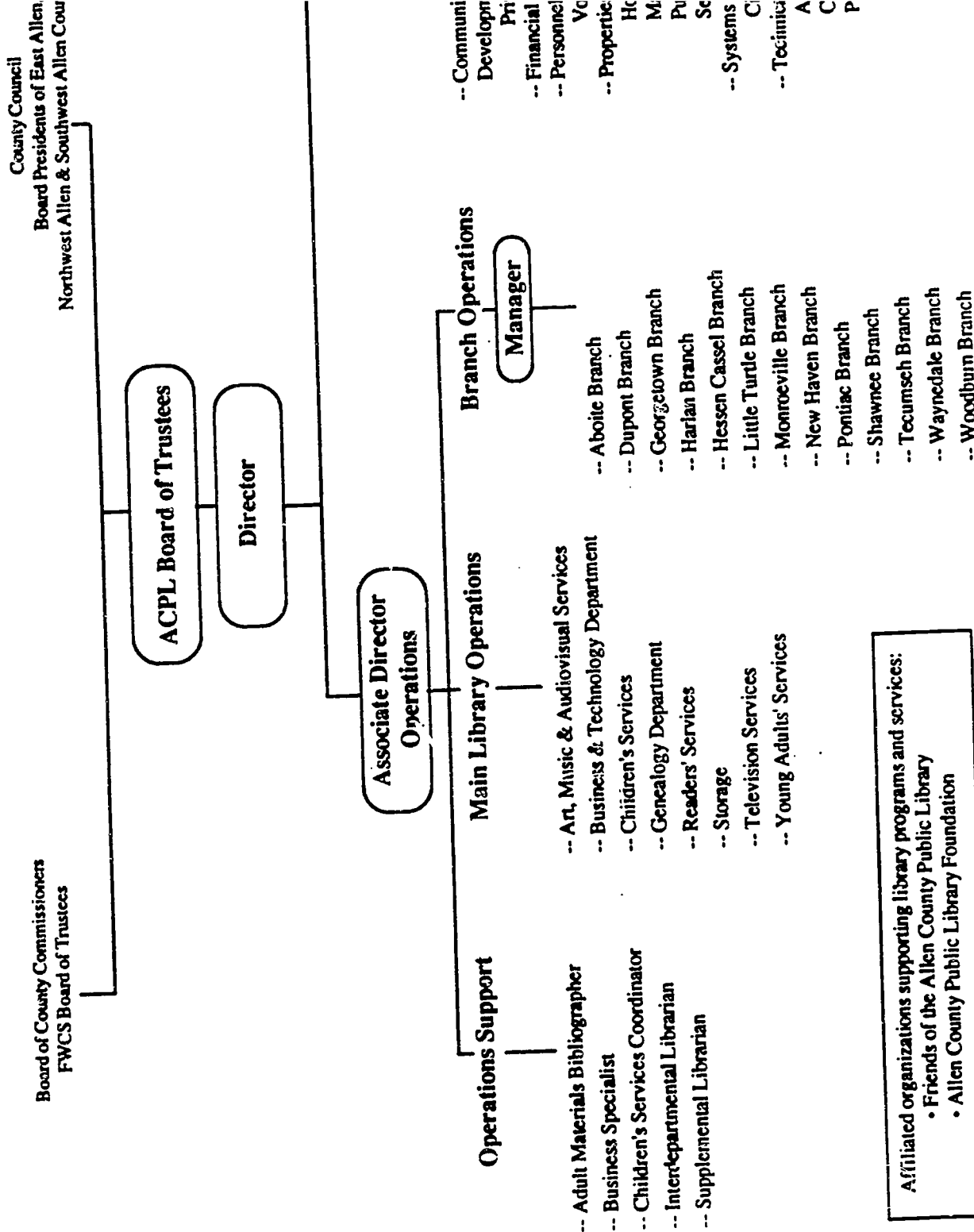
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Full-Time Employees Only

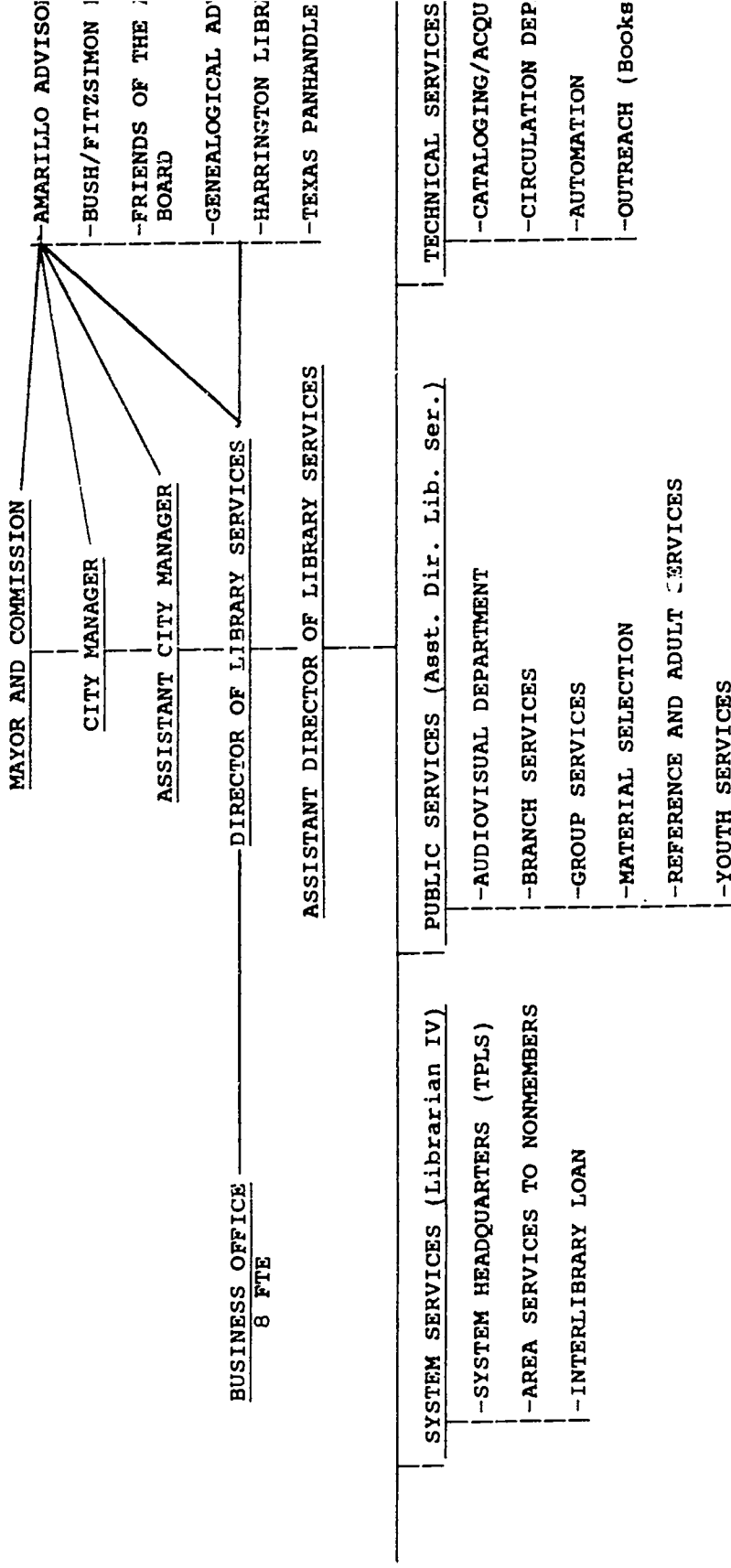


# ACPL ORGANIZATIONAL CHART





# AMARILLO PUBLIC LIBRARY ORGANIZATIONAL CHART



7.5 FTE

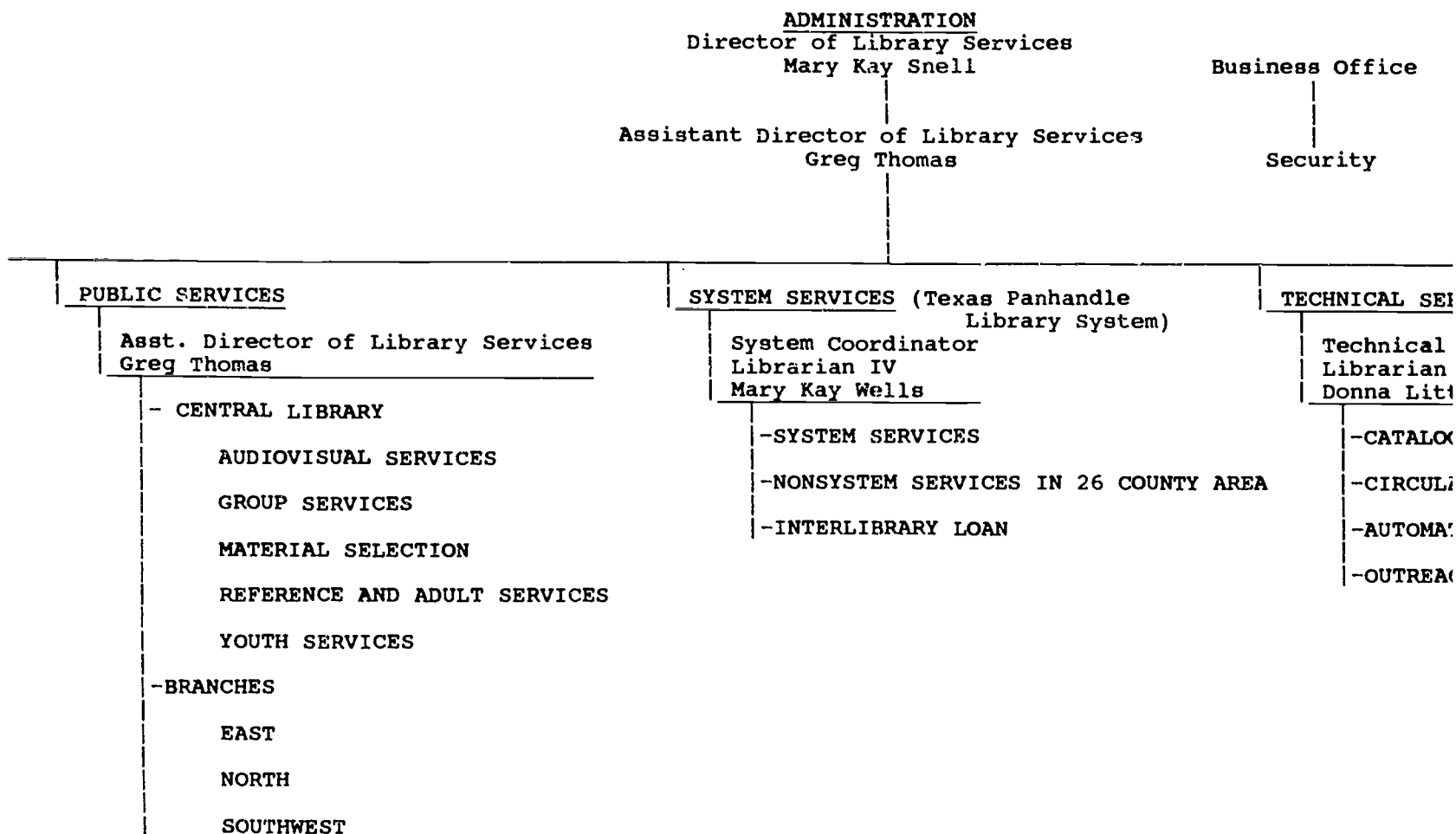
34 FTE

(Director and Asst. Director included in Business Office FTE)

17.5 FTE



# AMARILLO PUBLIC LIBRARY ORGANIZATIONAL CHART



Total staff including State/Federal funded - 67 FTE (Authorized)

3/93



## LIBRARY BUSINESS OFFICE

Mary Kay Snell  
Director of Library Services

-Greg Thomas  
Assistant Director of Library Services

-Donna Littlejohn  
Technical Services Coordinator

- Ann Weld  
Administrative Technician

-Lanita Bolin  
Clerk Typist I

-Mitchell McAtee  
Watchman

-Gene Childers  
Messenger

-Jeanna Scudder  
Clerk I Hourly

-Teresa Sharp  
Buyer

-Kathy Griffith  
Secretary II

8 FTE

3/93

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PUBLIC SERVICES - Page 1

Greg Thomas  
ASSISTANT DIRECTOR OF LIBRARY SERVICES

| EAST BRANCH   |  | NORTH BRANCH  |  | SOUTHWEST BRANCH                      |  |
|---|--|---|--|---------------------------------------|--|
| Linda Bagwell<br>Librarian II                               |  | Ann Ousley<br>Librarian II                            |  | Shirley Ammons<br>Librarian II        |  |
| -Shirley Whitecotton<br>Adult Services<br>Library Assistant |  | -Zetta Austin<br>Adult Services<br>Library Assistant  |  | -Patricia All<br>Librarian I          |  |
| -Kelly Garner<br>Youth Services<br>Library Assistant        |  | -Daunne Austin<br>Youth Services<br>Library Assistant |  | -Kevin Hill<br>Adult Ser<br>Library A |  |
| -Casey Harris<br>Clerk I Hourly (Shelver)                   |  | -Elizabeth Wall<br>Clerk I Hourly (Shelver)           |  | -Carol Gle<br>Youth Ser<br>Library A  |  |
|   |  |   |  | -Sam Jones<br>Adult & Y<br>Library A  |  |
|   |  |   |  | -Bridget F<br>Clerk II                |  |
|   |  |   |  | -Brad Reyn<br>Clerk Typ               |  |
|   |  |   |  | -Mark Tate<br>Clerk II                |  |
|   |  |   |  | -Collin W<br>Clerk II                 |  |
|   |  |   |  | -William I<br>Clerk I I               |  |
|   |  |   |  | -Tina Dyke<br>Clerk I I               |  |

16 FTE  
3/93

179

180

167



PUBLIC SERVICES - Page 2

Greg Thomas

ASSISTANT DIRECTOR OF LIBRARY SERVICES

| MATERIAL SELECTION            | AUDIOVISUAL                          | GROUP SERVICES               | REFERENCE & ADULT SERVICES                                  | YOU |
|-------------------------------|--------------------------------------|------------------------------|---|-----|
| Patricia Doyle<br>Librarian I | Vacant<br>Librarian I                | Luke Morrison<br>Librarian I | Judith Sample<br>Librarian II                               |     |
|                               | -Anita Gleaves<br>Clerk II           |                              | -Rob Groman<br>Assistant Reference Librarian<br>Librarian I |     |
|                               | -Darlene Arriaga<br>Clerk Typist I   |                              |   |     |
|                               | -Vacant<br>Clerk Typist I            |                              | -Katie Anthony<br>Library Assistant                         |     |
|                               | -Jeremy Brown<br>Clerk I Hourly      |                              | -John Birchfield<br>Library Assistant                       |     |
|                               | -Lindy Craven<br>Clerk I Hourly      |                              | -Art Bort<br>Library Assistant                              |     |
|                               | -Wendy Ortiz<br>Clerk I Hourly       |                              | -Maggie Fones<br>Library Assistant                          |     |
|                               | -Carla Burr<br>Clerk Typist I Hourly |                              | -Kay Lynn Johnson<br>Library Assistant Hourly               |     |
|                               |                                      |                              | -Lynette Chavez<br>Clerk I Hourly                           |     |



TECHNICAL SERVICES  
LIBRARIAN III  
Donna Littlejohn

| CATALOGING/ACQUISITIONS                               | CIRCULATION  | HLC IMPLEMENTATION<br>LIBRARY AUTOMATION |
|---|--|--|
| Marian Cole<br>Librarian II                           | Iva Helen Gross<br>Librarian II                        | Implementations                          |
| -Cynthia Norris<br>Assistant Cataloger<br>Librarian I | -Evelyn Blaylock<br>Clerk II, Supervisor               | -Mary Kay                                |
| -Artell Brown<br>Clerk Typist I                       | -Kay Davis<br>Clerk II, Supervisor                     | -Greg Thomas                             |
| -Dorothy Clark<br>Clerk Typist I                      | -Shane Frederiksen<br>Clerk II, Supervisor             | -Ann Weld                                |
| -Pam Jackson<br>Clerk Typist I                        | -Jennifer Hanson<br>Clerk Typist I                     | -Iva Helen                               |
| -Patricia Jones<br>Clerk Typist I                     | -Lynn Ross<br>Clerk Typist I                           | -Judith Sar                              |
| -Jinny Rodman<br>Clerk Typist I                       | -Elizabeth Cepeda<br>Clerk I Hourly (Circ.)            | -Linda Bag                               |
| -Mike Tipton<br>Clerk I Hourly                        | -Shawn Jones<br>Clerk I Hourly (Circ.)                 | -Mary Kay                                |
|   | -Paul Teichmann<br>Clerk I Hourly (Circ.)              | - Patricia                               |
|   | -Jon Fellers<br>Clerk I Hourly (Shelver)               |  |
|   | -Denise Miller<br>Clerk I Hourly (Shelver)             |  |
|   | -Jenna V. Ownbey<br>Clerk I Hourly<br>Service to Aging |  |



TEXAS PANHANDLE LIBRARY SYSTEM

Mary Kay Wells  
System Coordinator  
Librarian III

SYSTEM HEADQUARTERS (TPLS)  
AND SERVICES TO NONMEMBERS

Anne Stobbe  
Assistant System Coordinator  
Librarian II

-Allura Logan  
Clerk Typist II

-April Ryan  
Account Clerk I

-Carla Burr  
Clerk Typist I Hourly  
TPLS Film Clerk in AV Dept.

INTERLIBRARY LOAN

Terri Jolly  
Interlibrary Loan  
Librarian I

-Michael Railla  
Library Assis

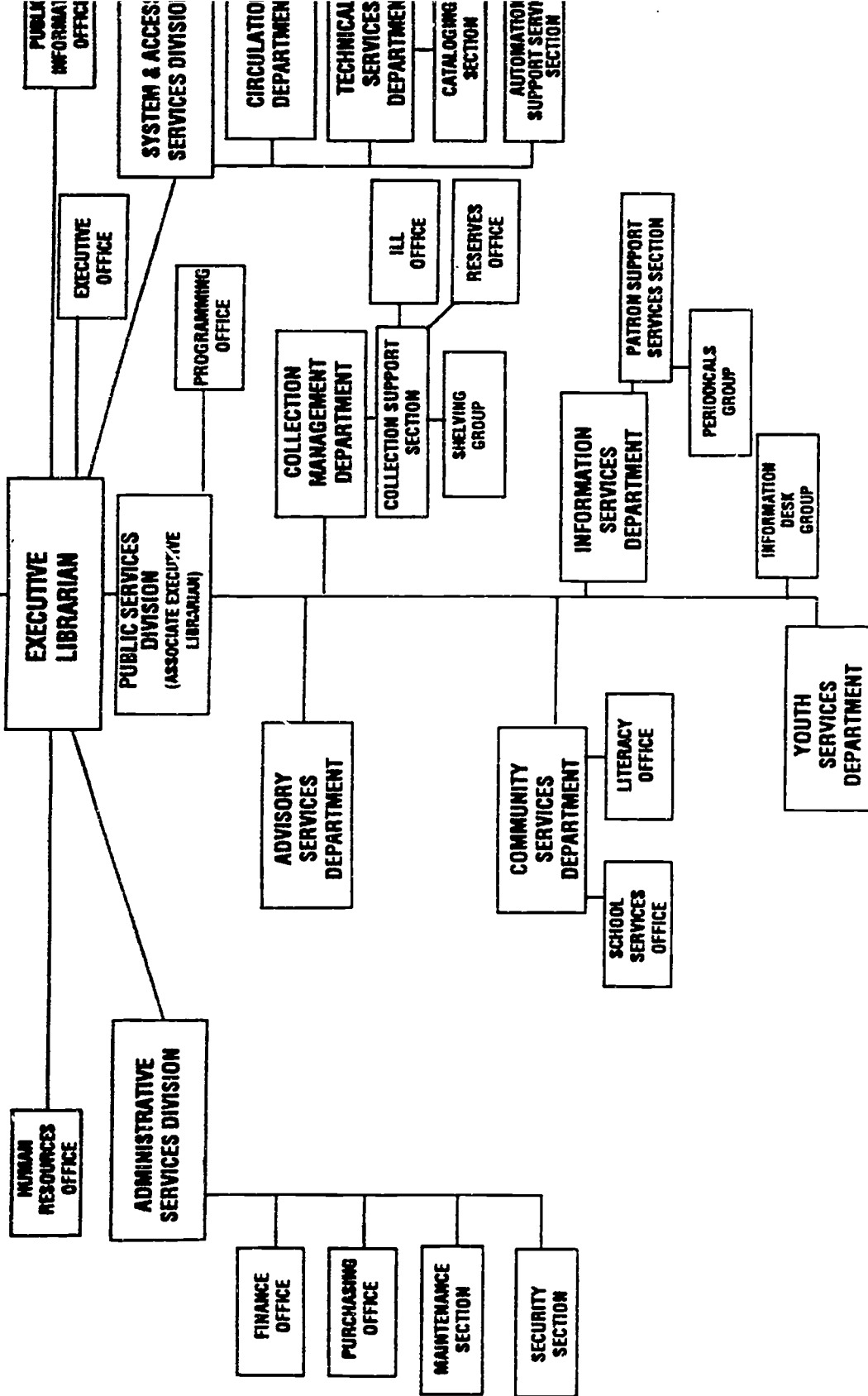
-Kimberly Clar  
Clerk Typist

7.5 FTE - State/Federal funded

3/93

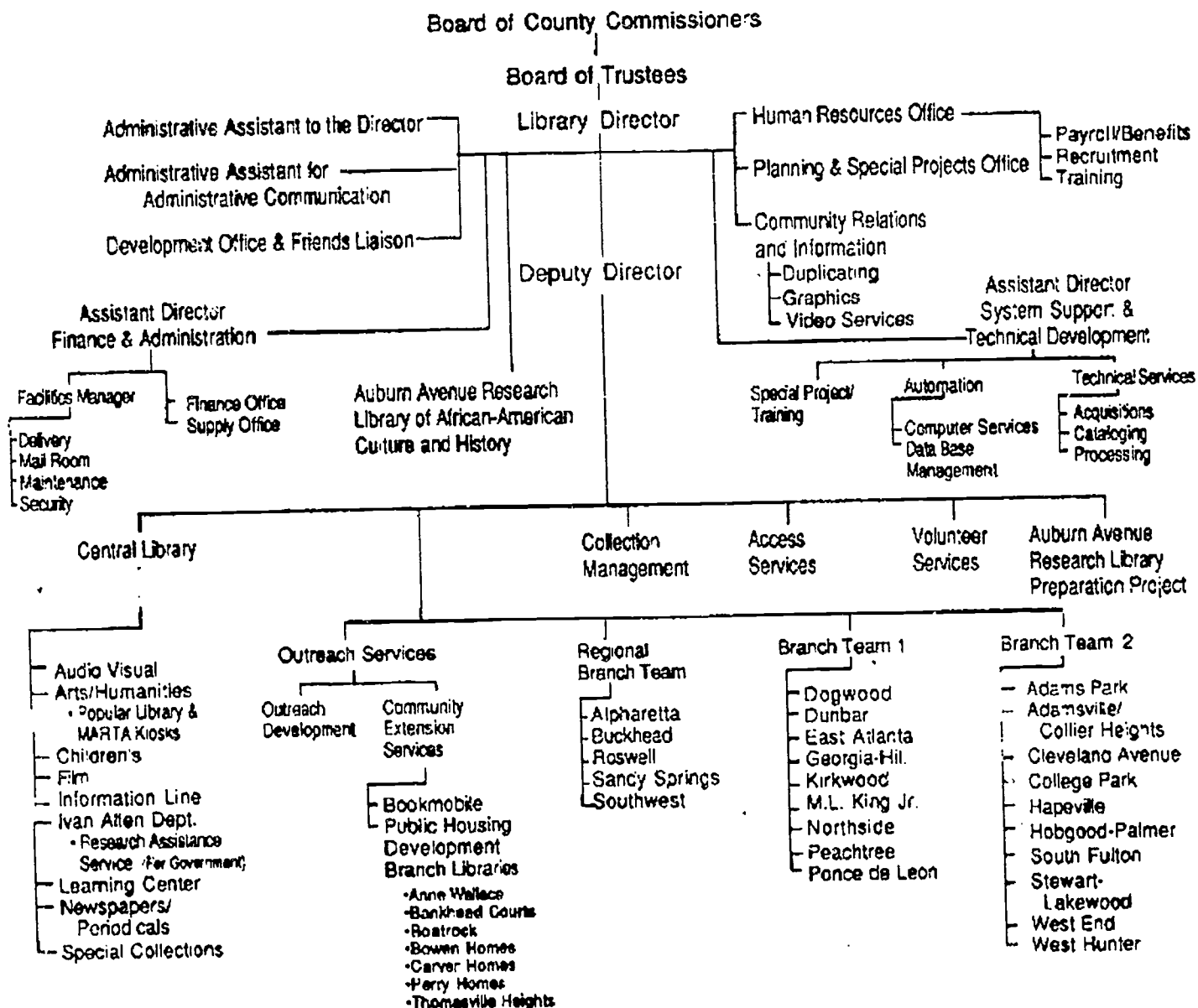


# ORGANIZATION CHART





# Atlanta-Fulton Public Library Organization Chart

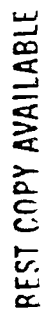


4-8-83

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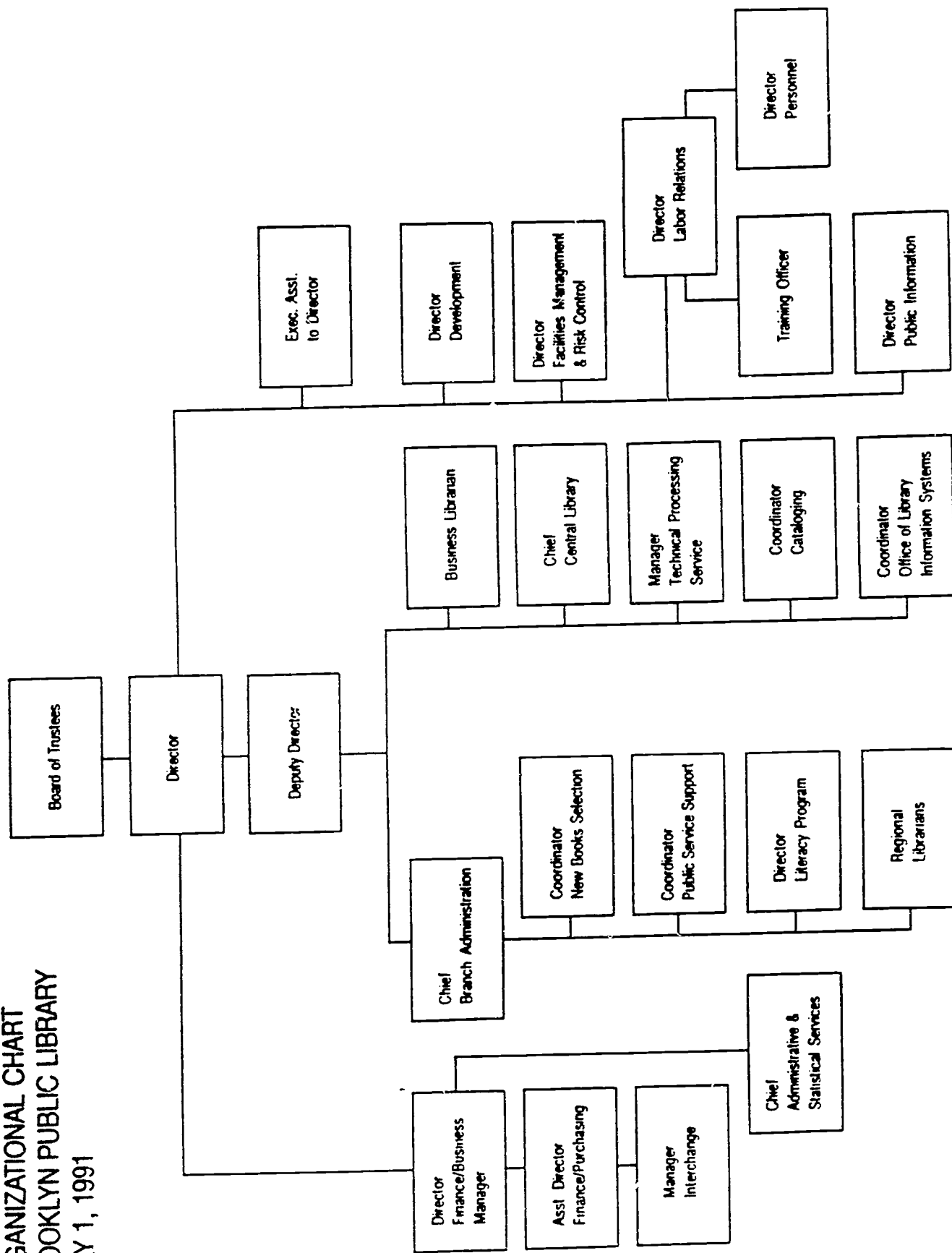


## 173

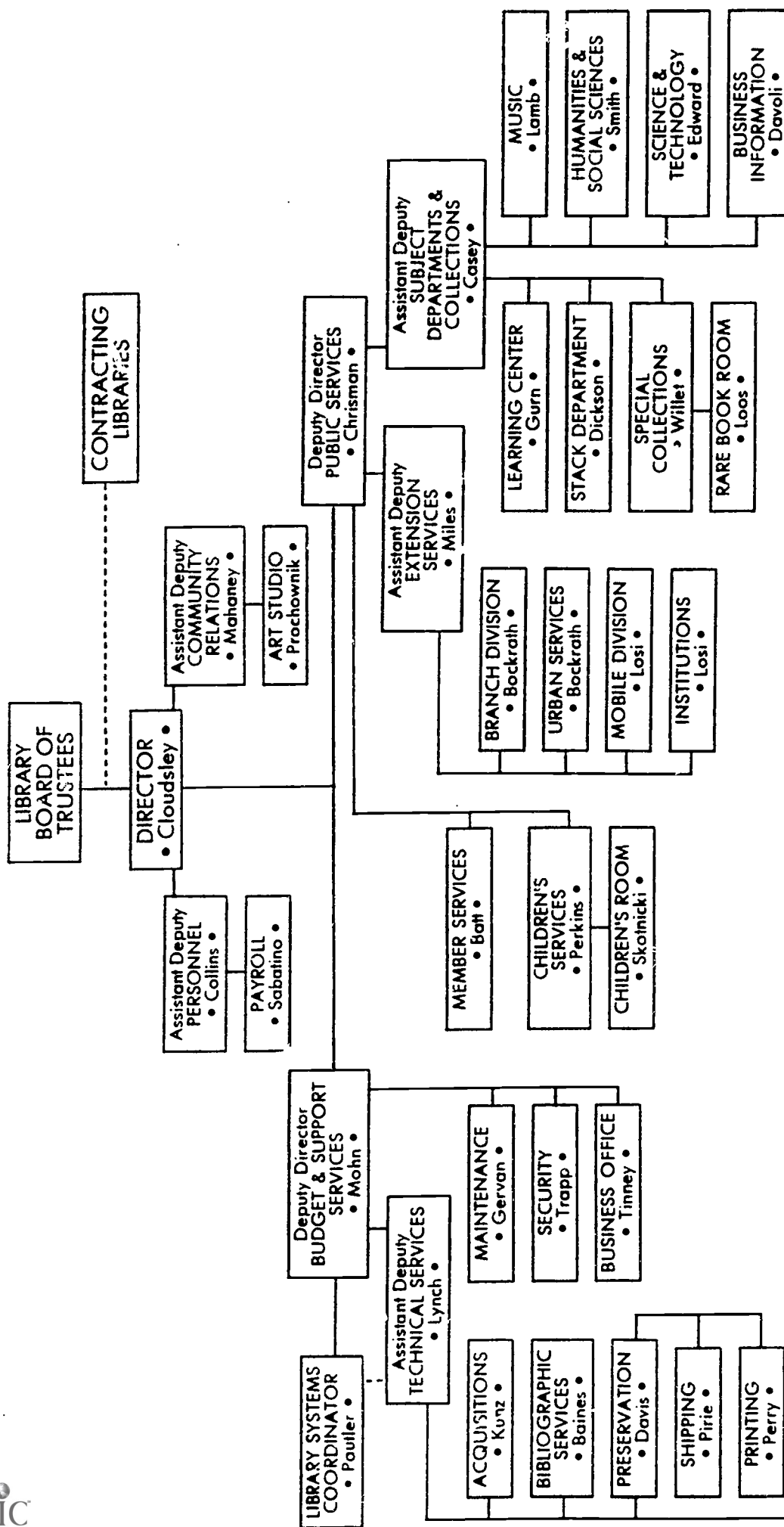




# ORGANIZATIONAL CHART BROOKLYN PUBLIC LIBRARY JULY 1, 1991







**BUFFALO & ERIE COUNTY  
PUBLIC LIBRARY  
Organizational Chart  
1993**

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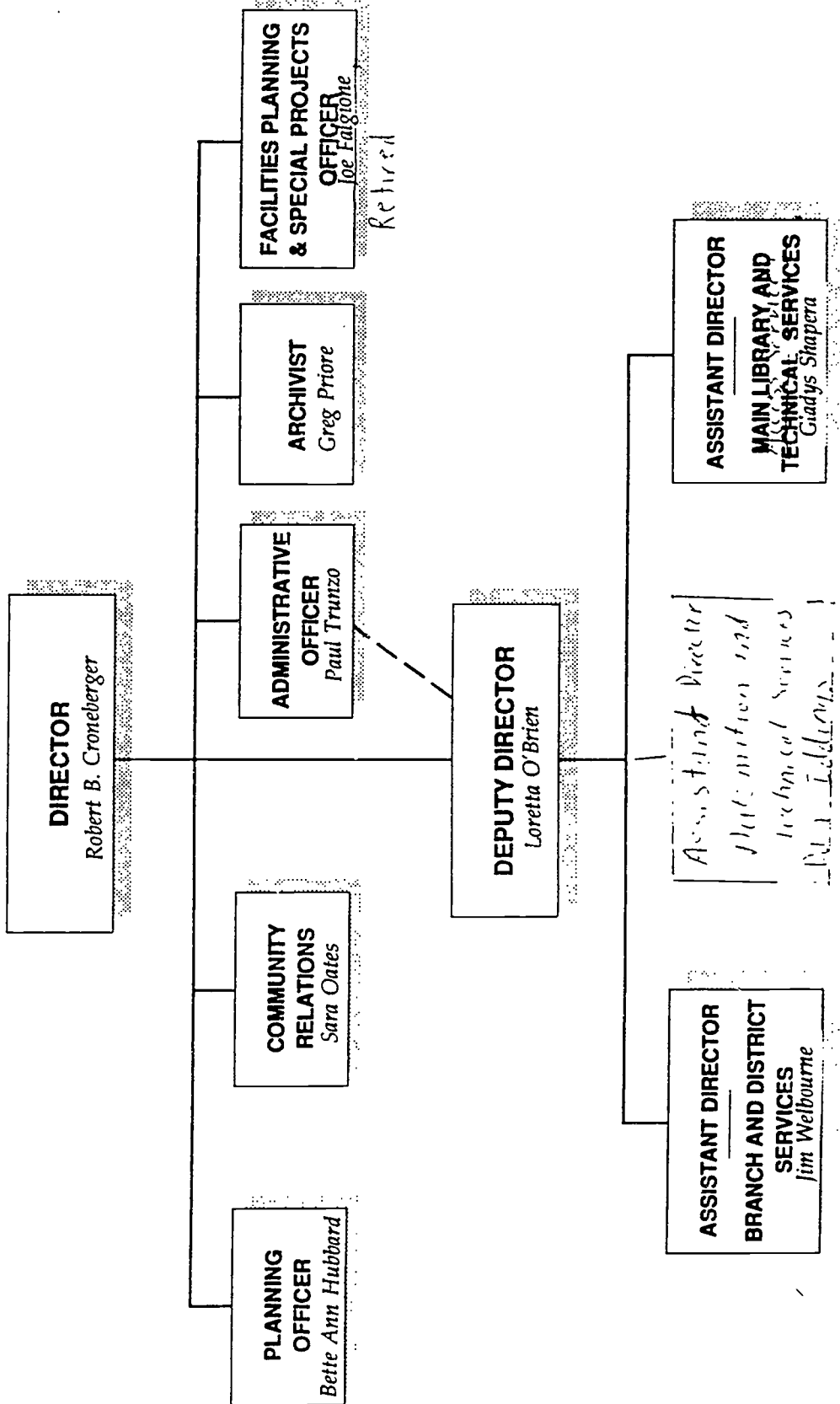
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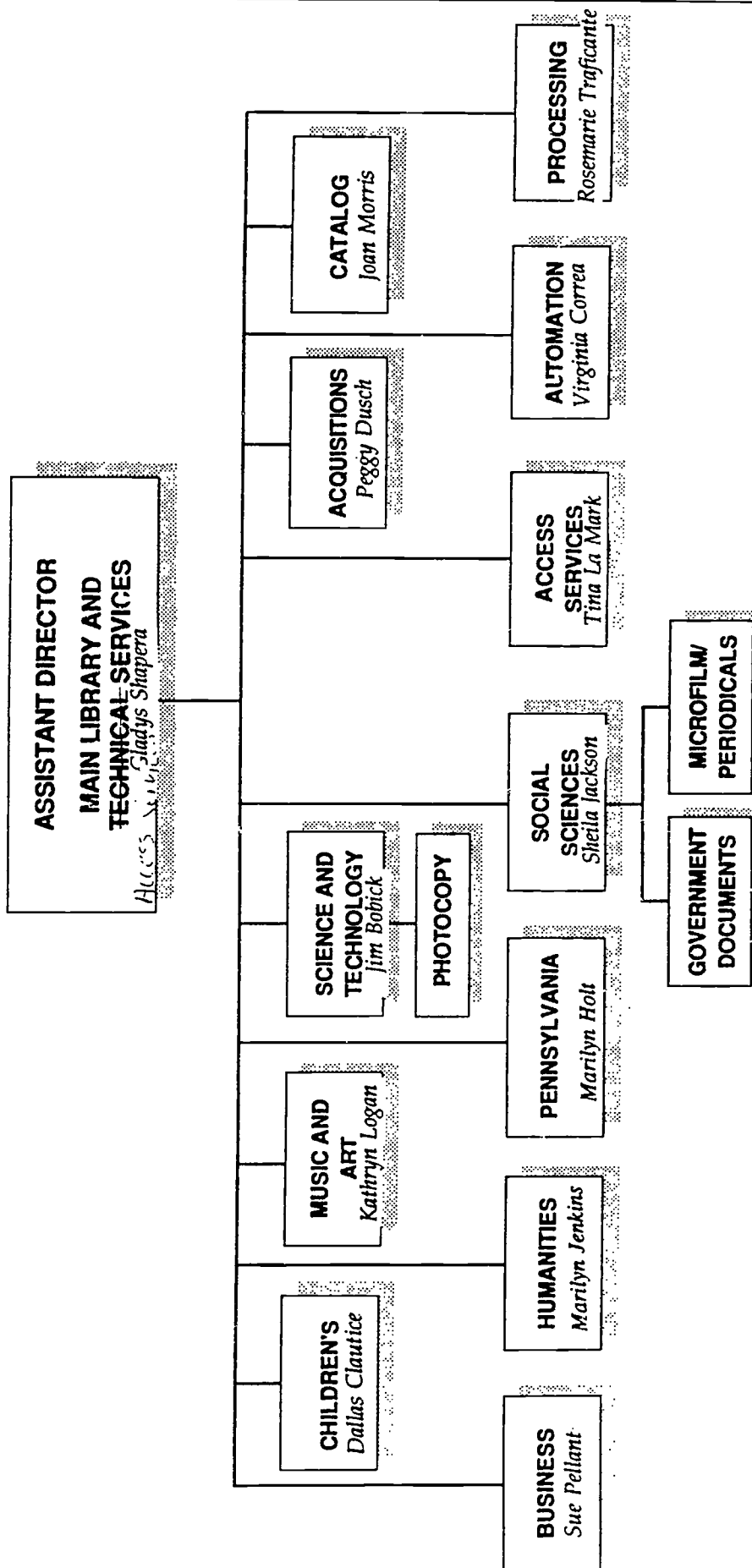
# THE CARNEGIE LIBRARY OF PITTSBURGH

5/13





# THE CARNEGIE LIBRARY OF PITTSBURGH

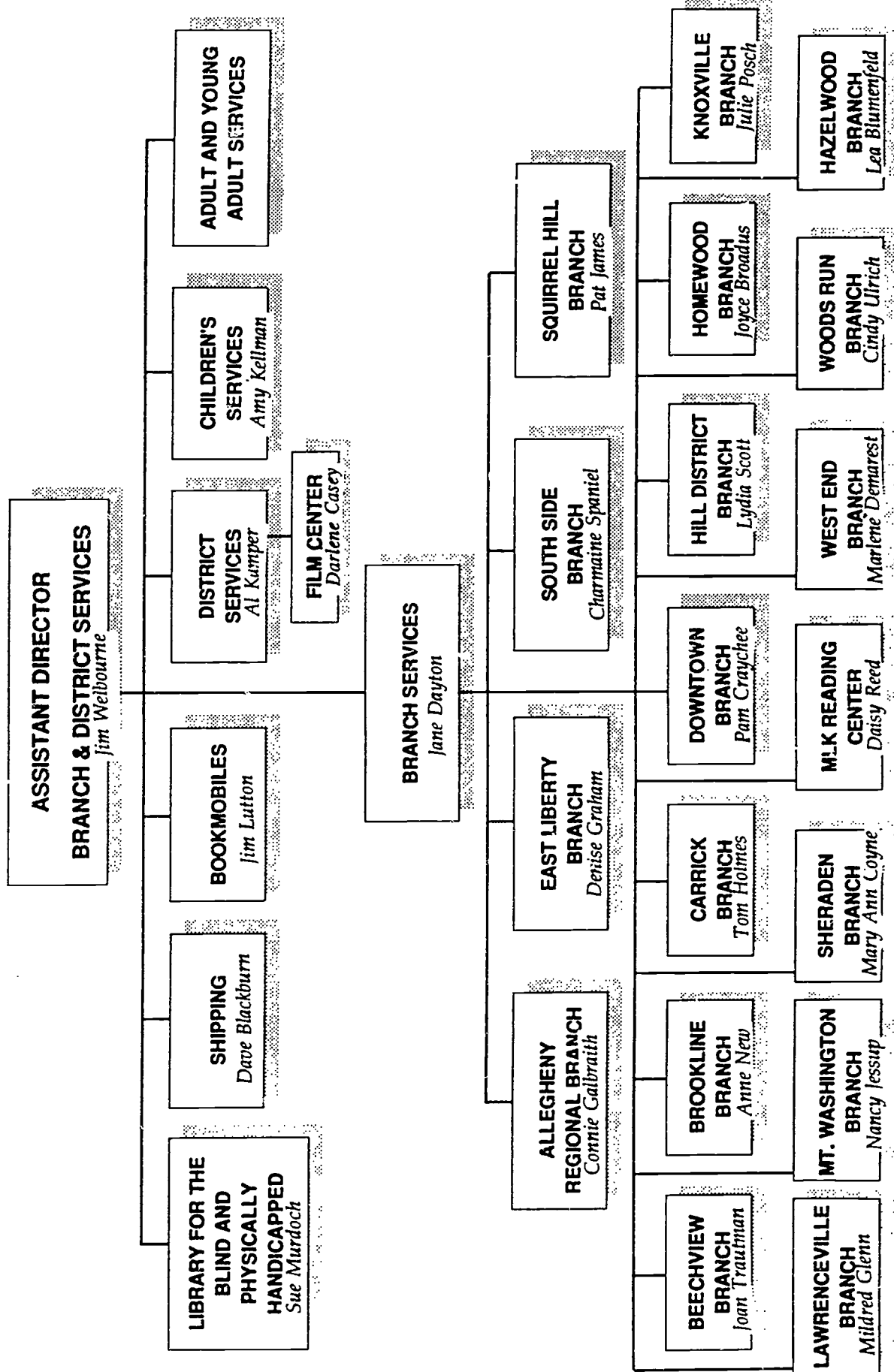


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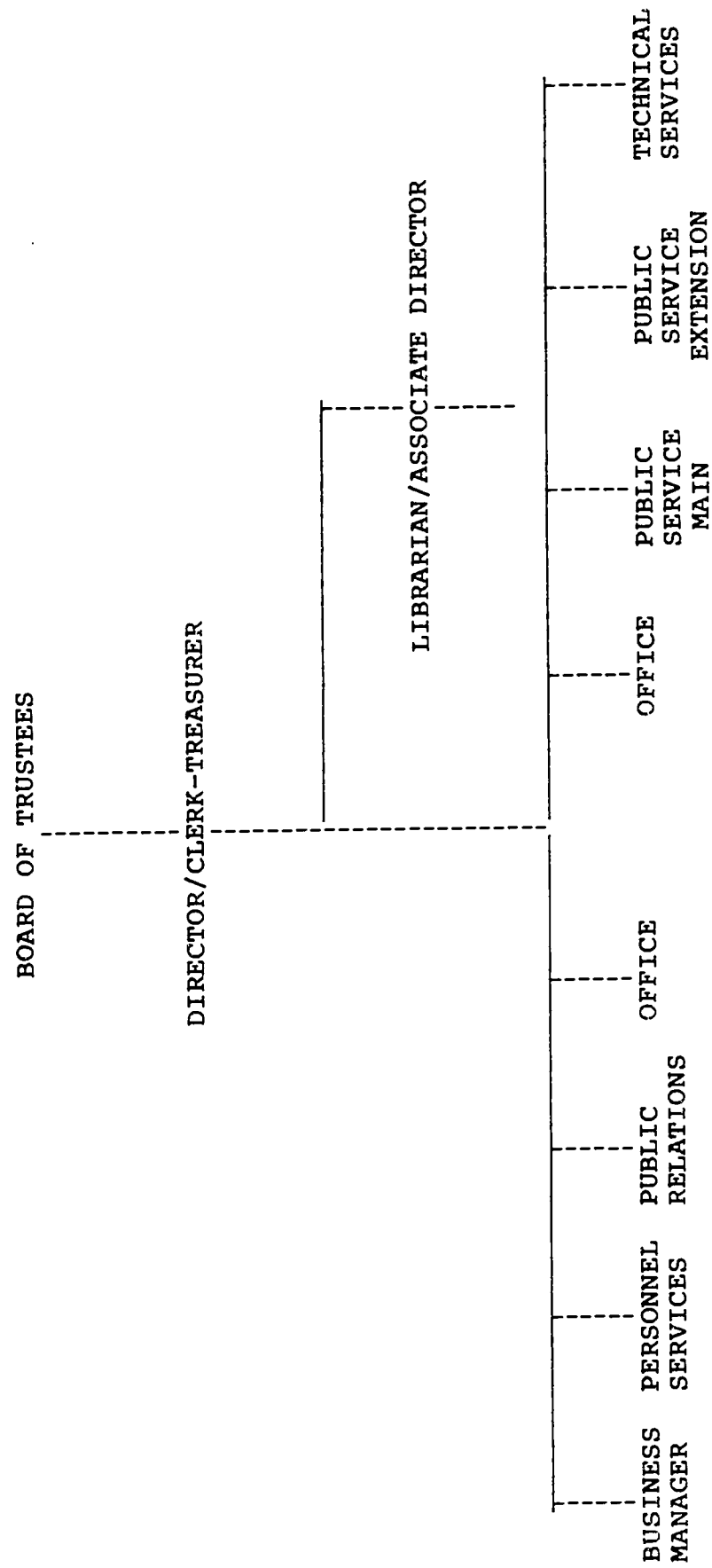


# THE CARNEGIE LIBRARY OF PITTSBURGH





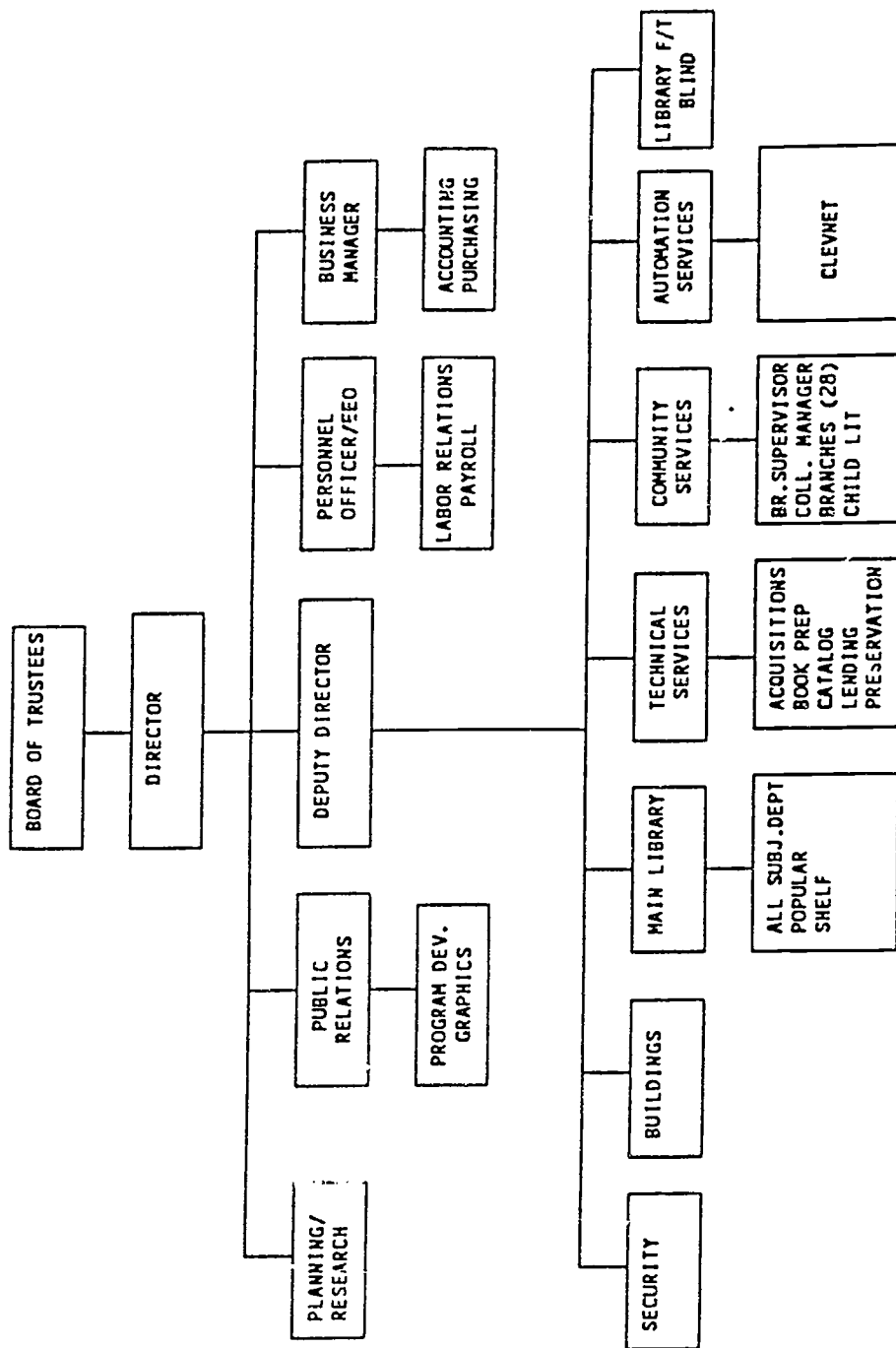
# PUBLIC LIBRARY OF CINCINNATI AND HAMILTON COUNTY ORGANIZATION CHART



Revisions Being Considered



# CLEVELAND PUBLIC LIBRARY Organization Chart February 1991



205

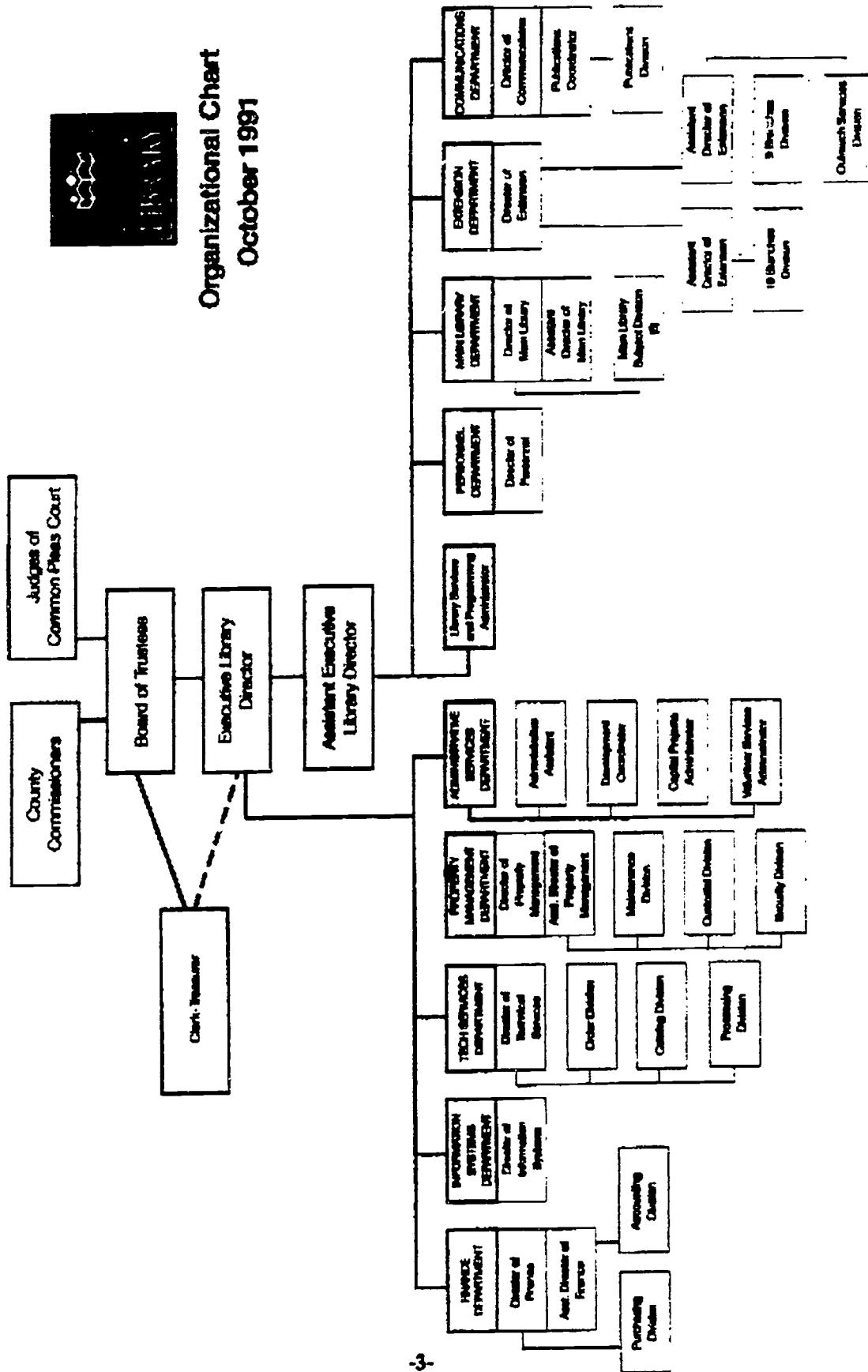
PLANNING AND RESEARCH  
February 13, 1991

206



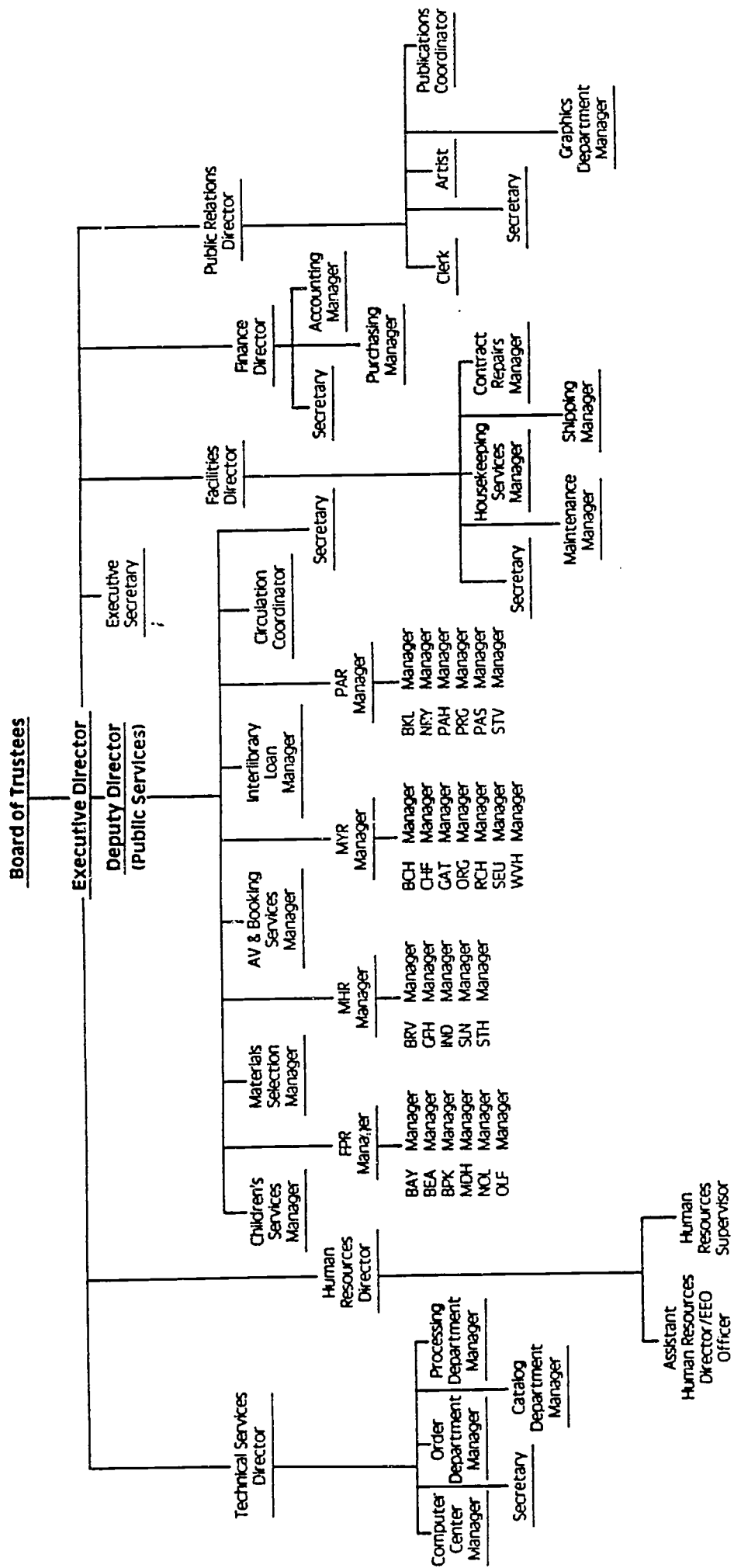
## Organizational Chart

### October 1991





# CUYAHOGA COUNTY PUBLIC LIBRARY ORGANIZATION CHART



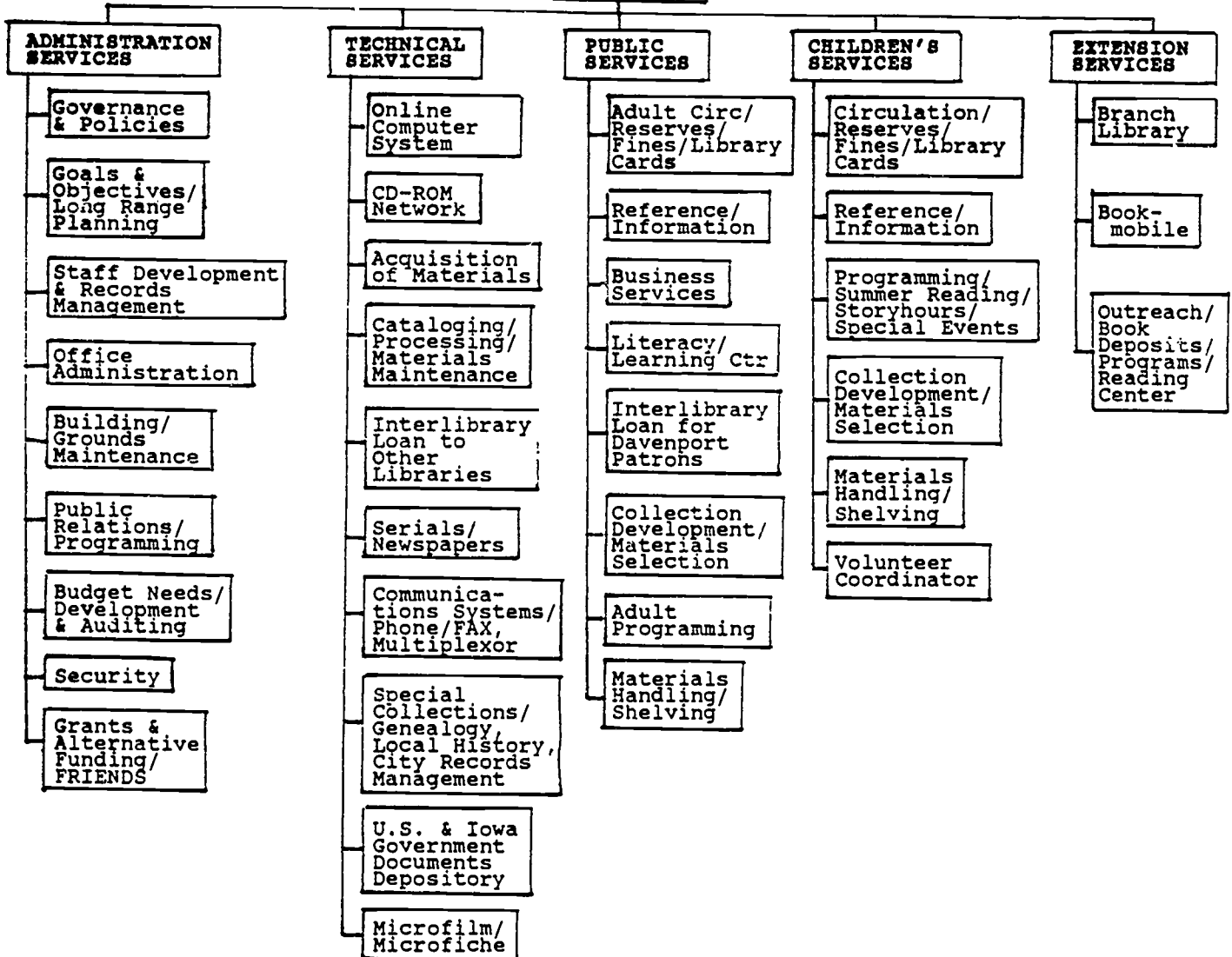


# DAVENPORT PUBLIC LIBRARY

MAYOR  
Appoints Board Members

BOARD OF TRUSTEES  
Interprets Governance/  
Sets Policy

DIRECTOR

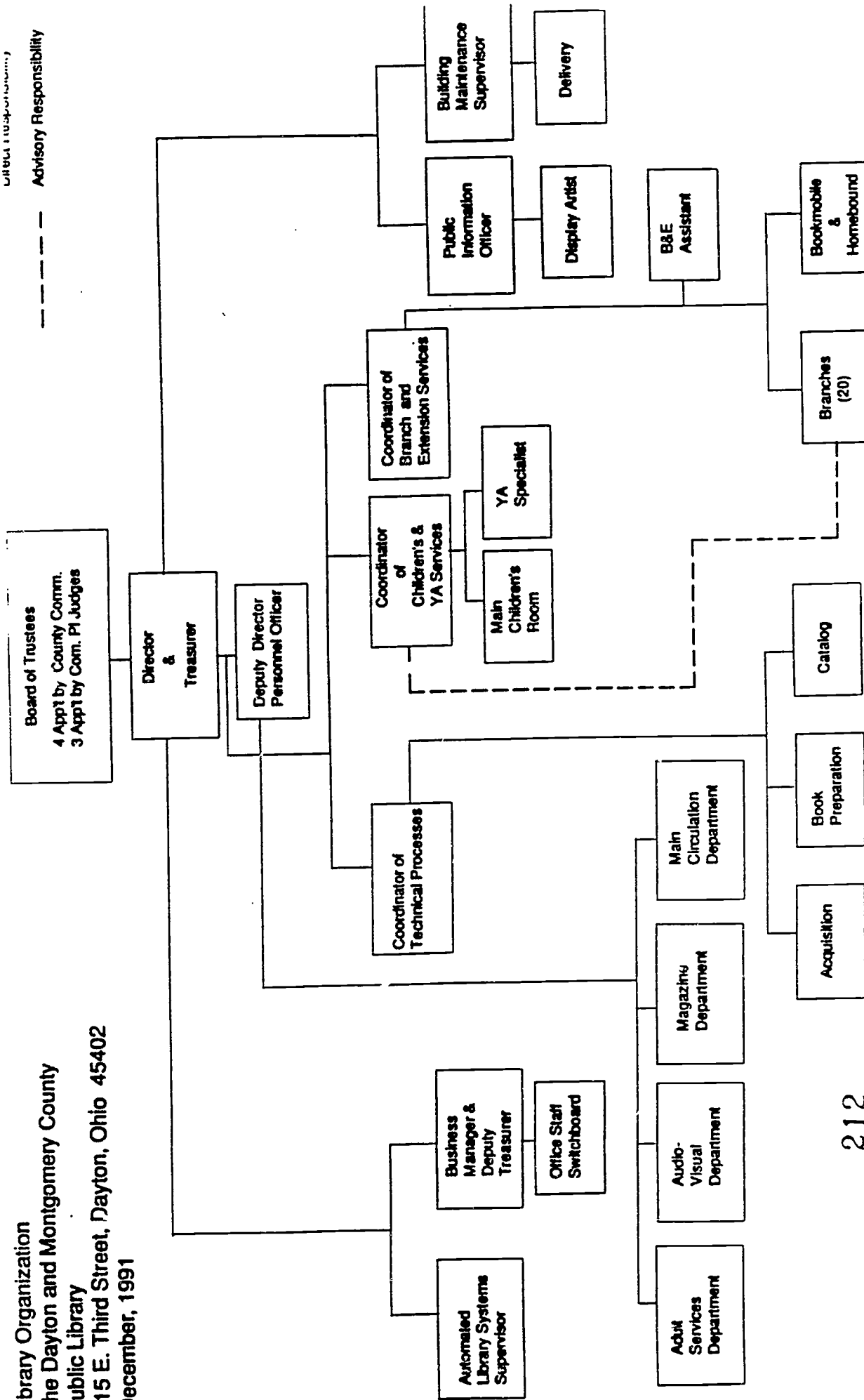


3/93

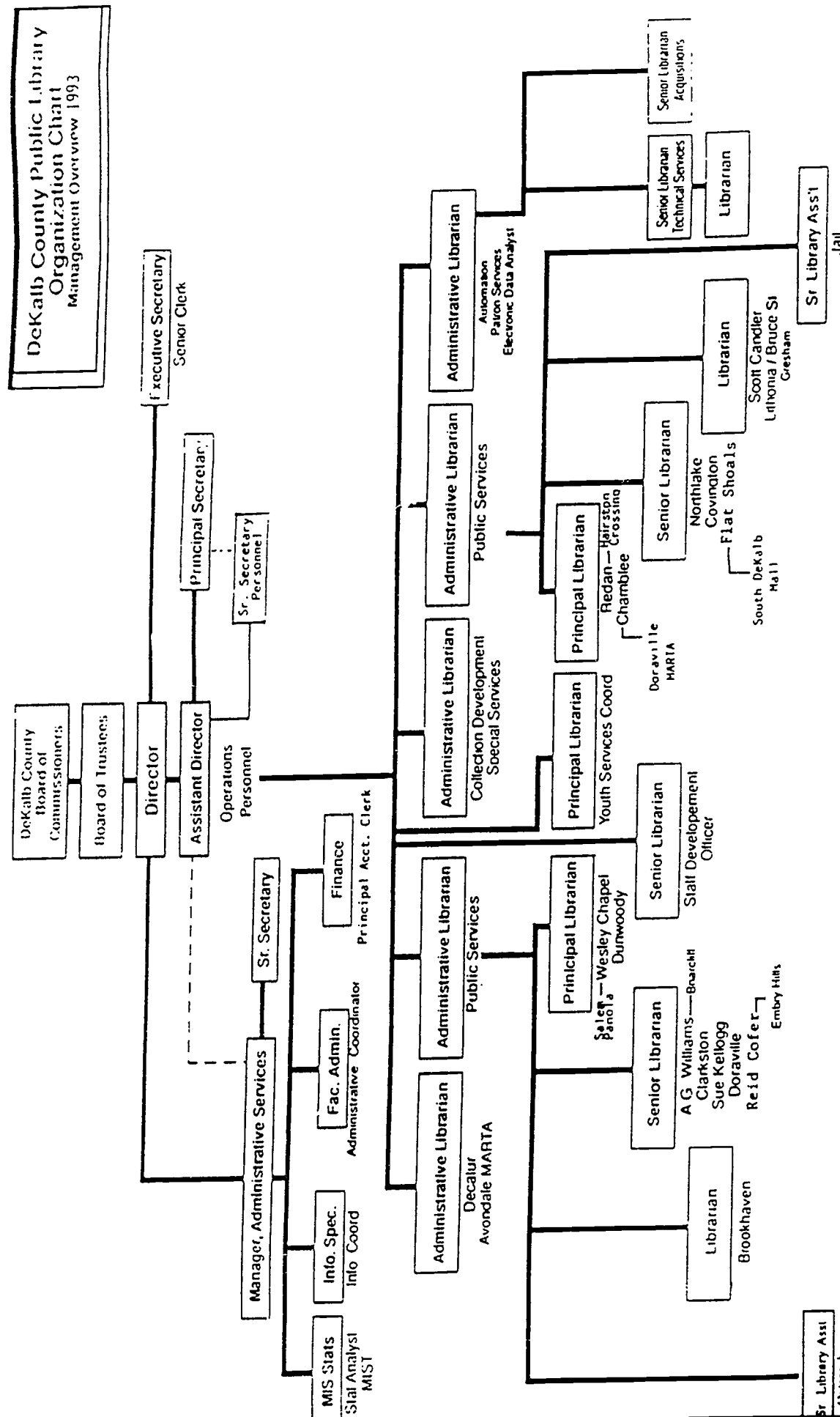


Library Organization  
The Dayton and Montgomery County  
Public Library  
215 E. Third Street, Dayton, Ohio 45402  
December, 1991

Library Organization  
Advisory Responsibility  
-----

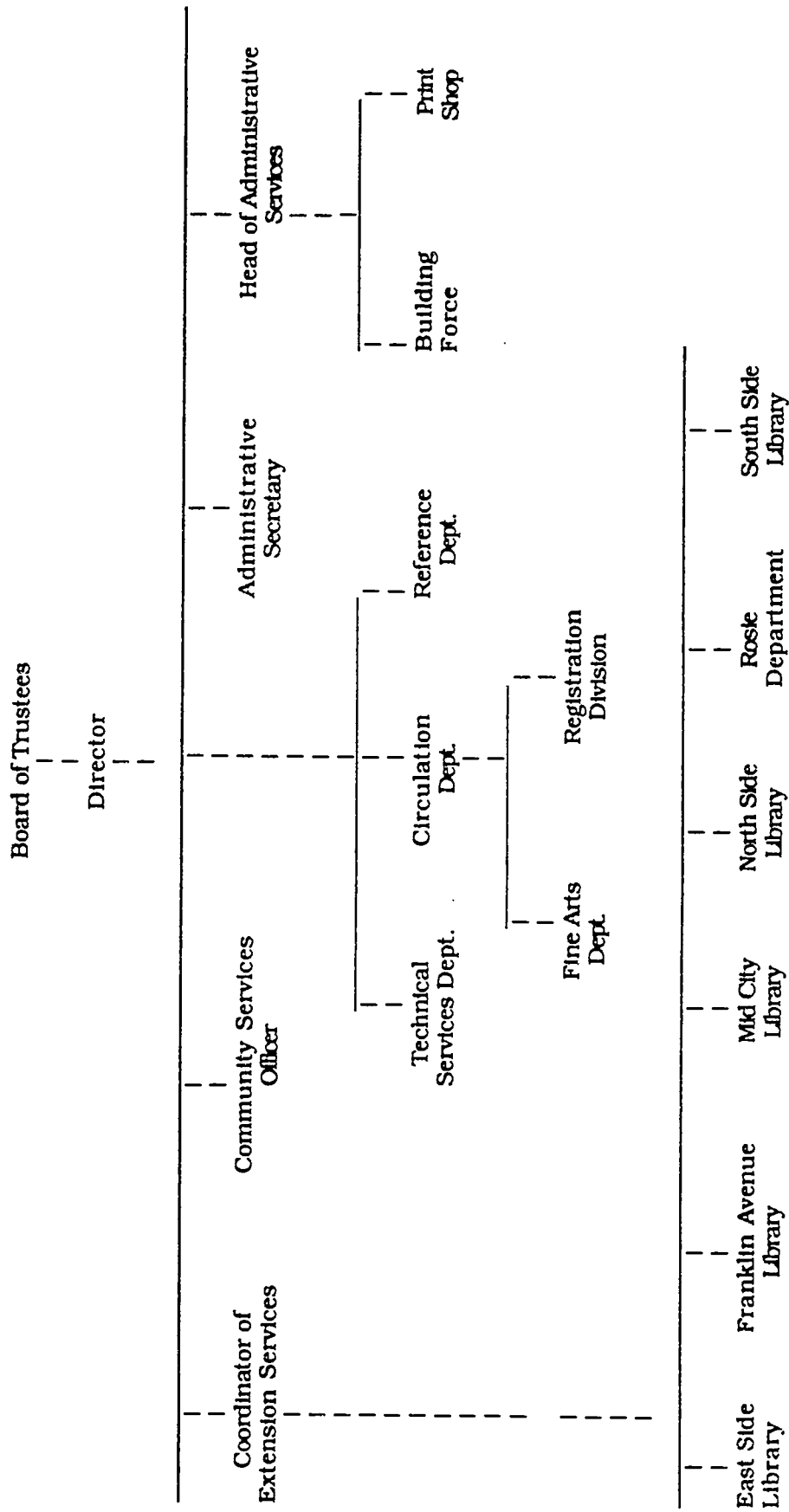








# PUBLIC LIBRARY OF DES MOINES ORGANIZATION CHART



8/6/91



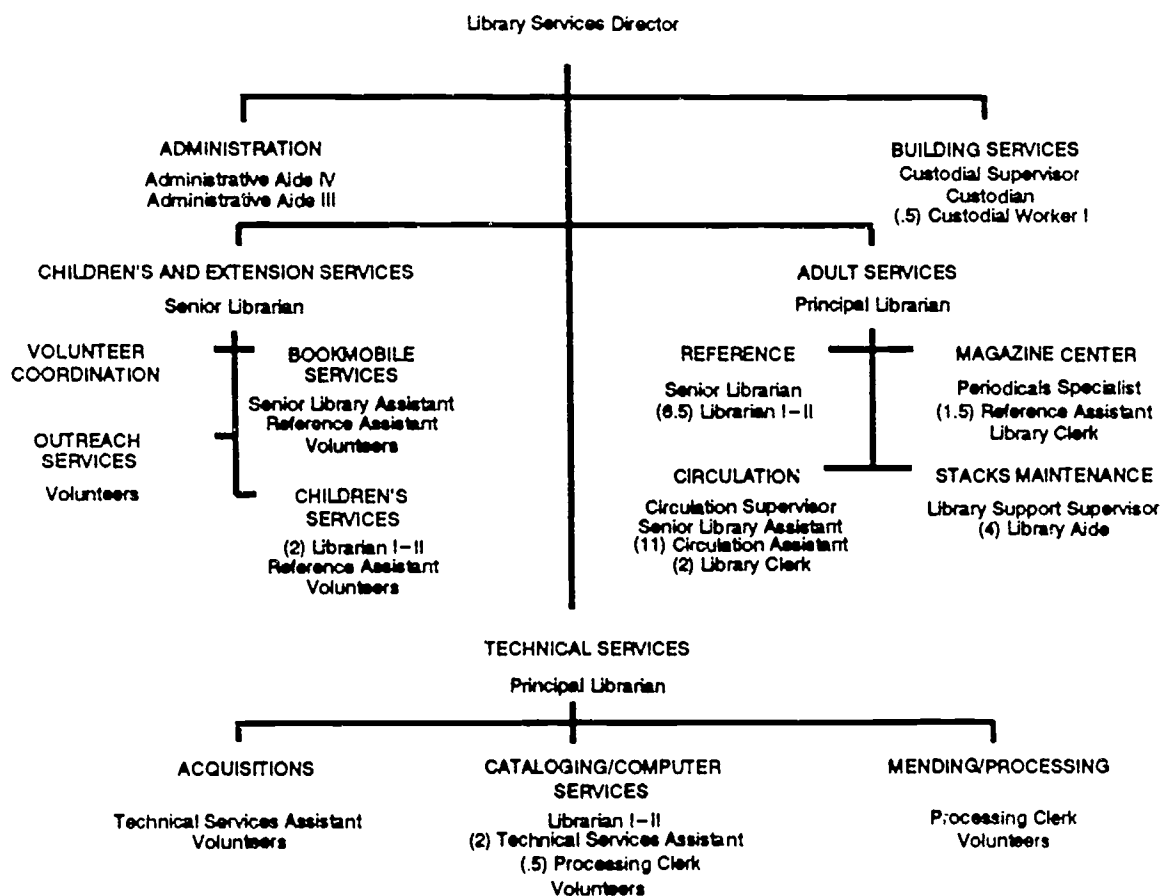
# LIBRARY, RECREATION, AND CULTURAL SERVICES

## Library Services Division Summary

### Major FY94 Goals:

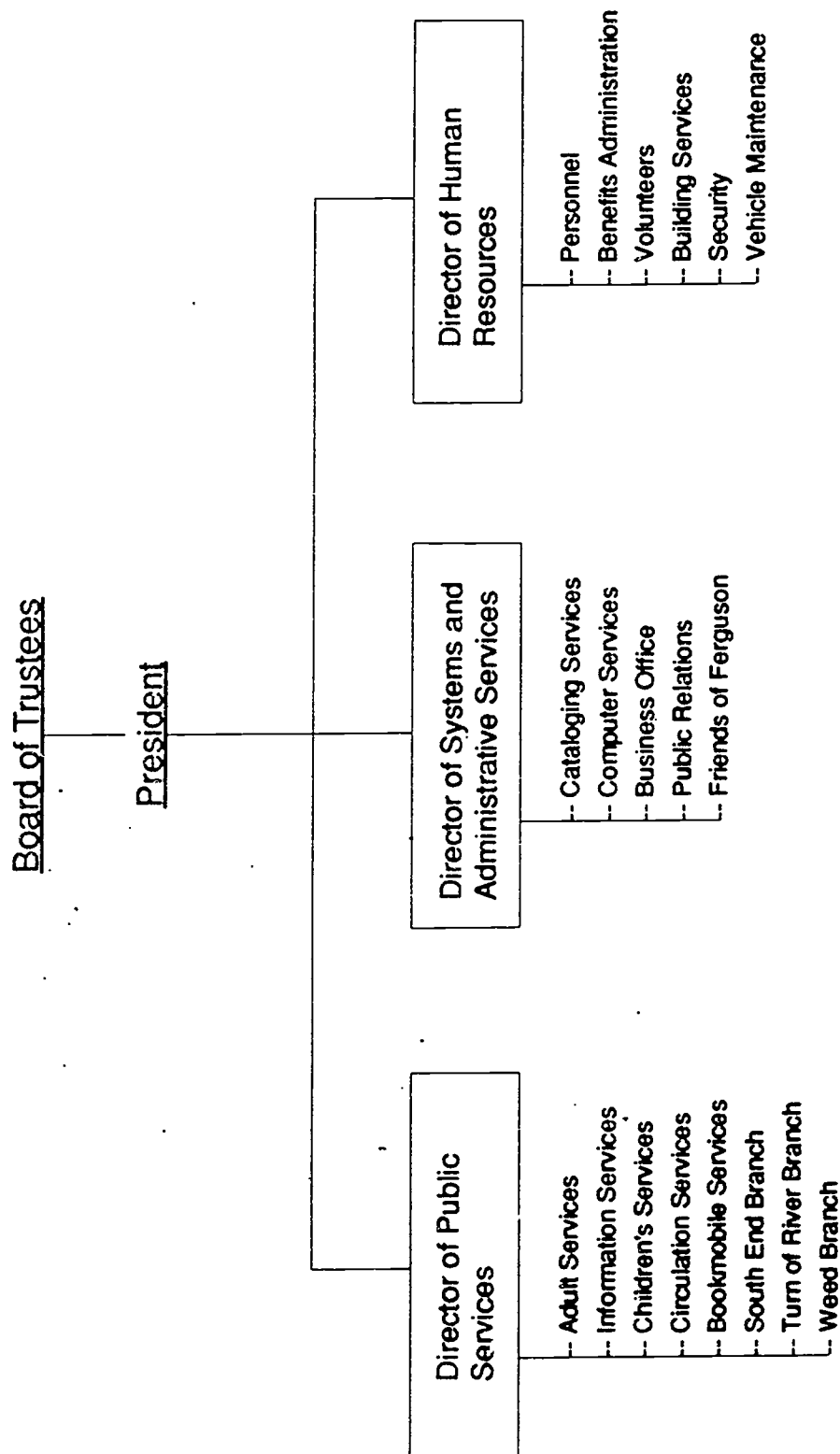
1. Broaden base of fiscal support beyond the City.
2. Make better use of the existing building until a new main library is built.
3. Refine the collection development process.
4. Simplify systems to increase customer convenience.
5. Improve staff ability to provide excellent public service.
6. Promote patron ownership.
7. As the City Council may direct, continue plans to construct a new library.

### ORGANIZATION CHART:



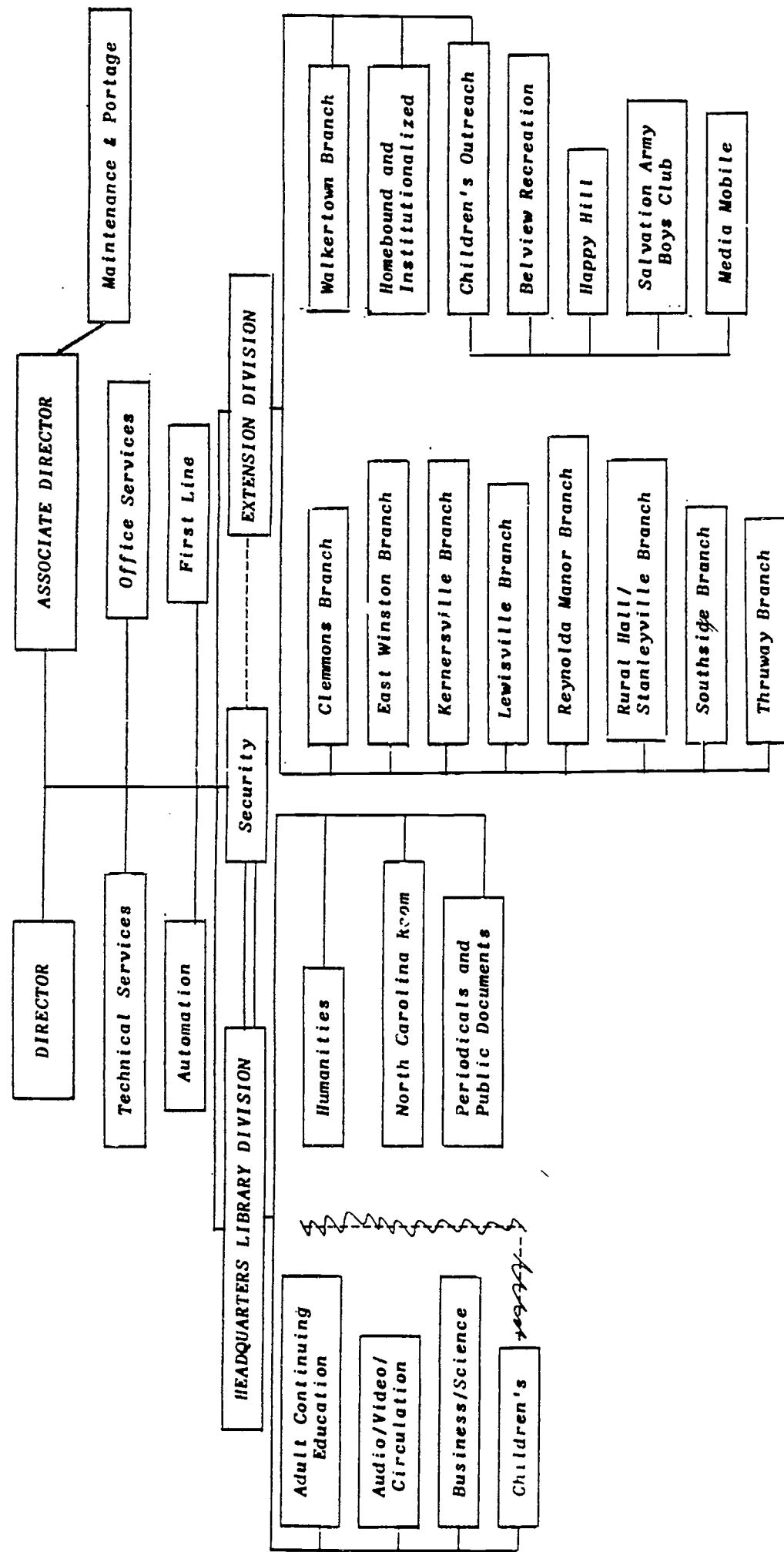


# The Ferguson Library Organization Chart

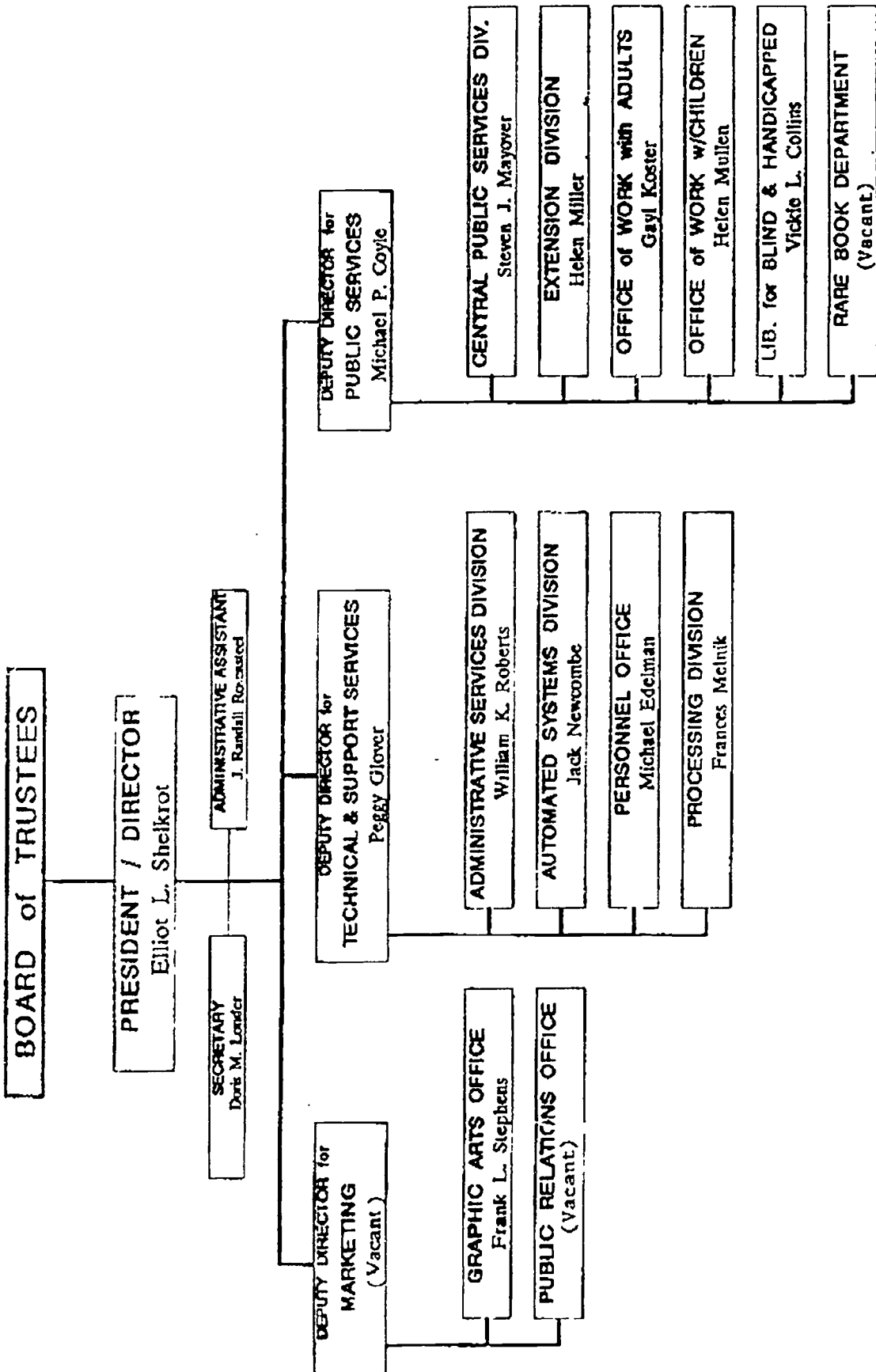




ORGANIZATIONAL CHART



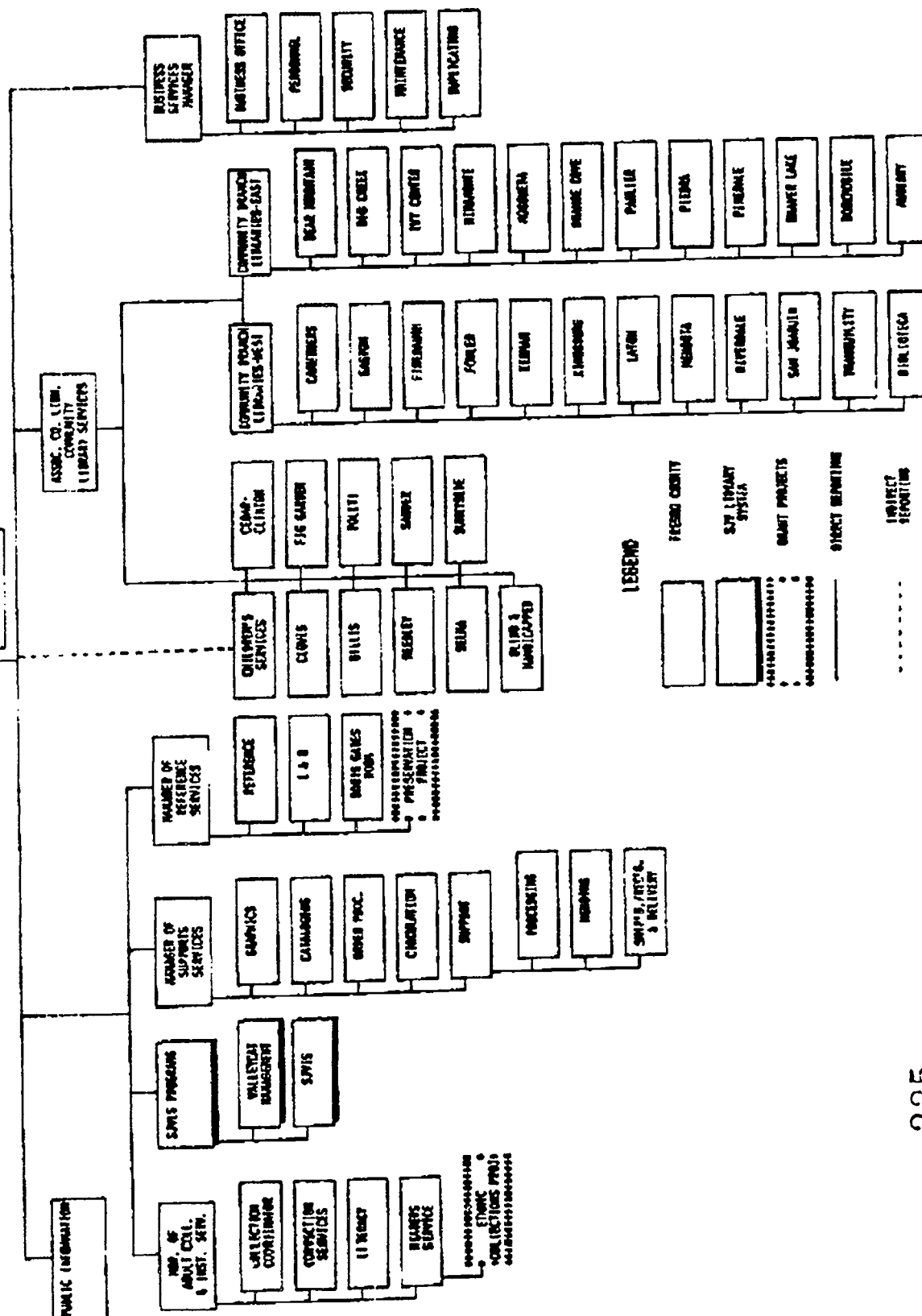






CONFIDENTIAL

**附錄**



**QUESTIONS**

**STANDARD COUNCIL**

27115

**UNIT PRACTICE**

**Part 1000**

**INDEX**

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F.03

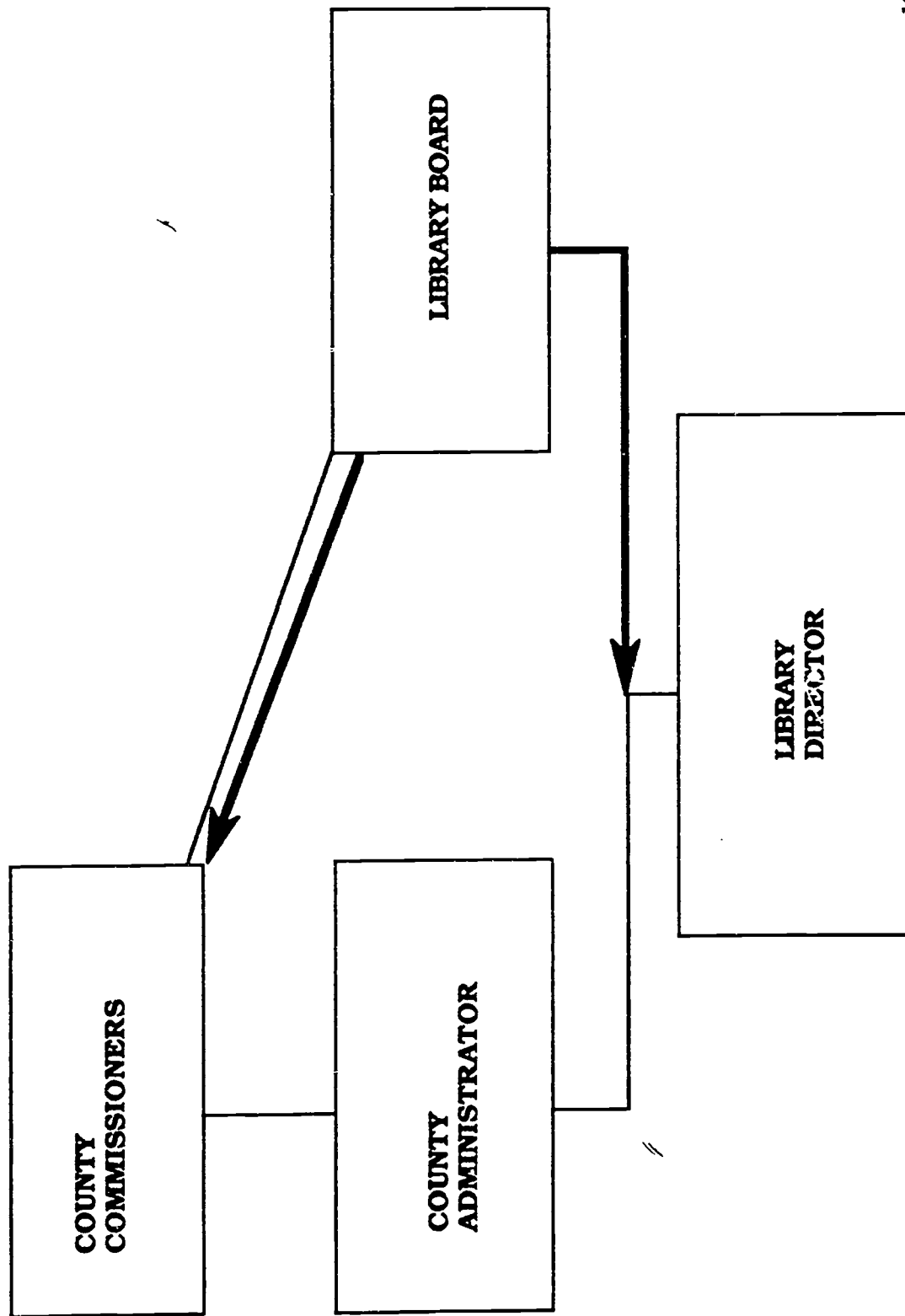
**U: 88-114 PENDING: DEC 04, '92**

225

20

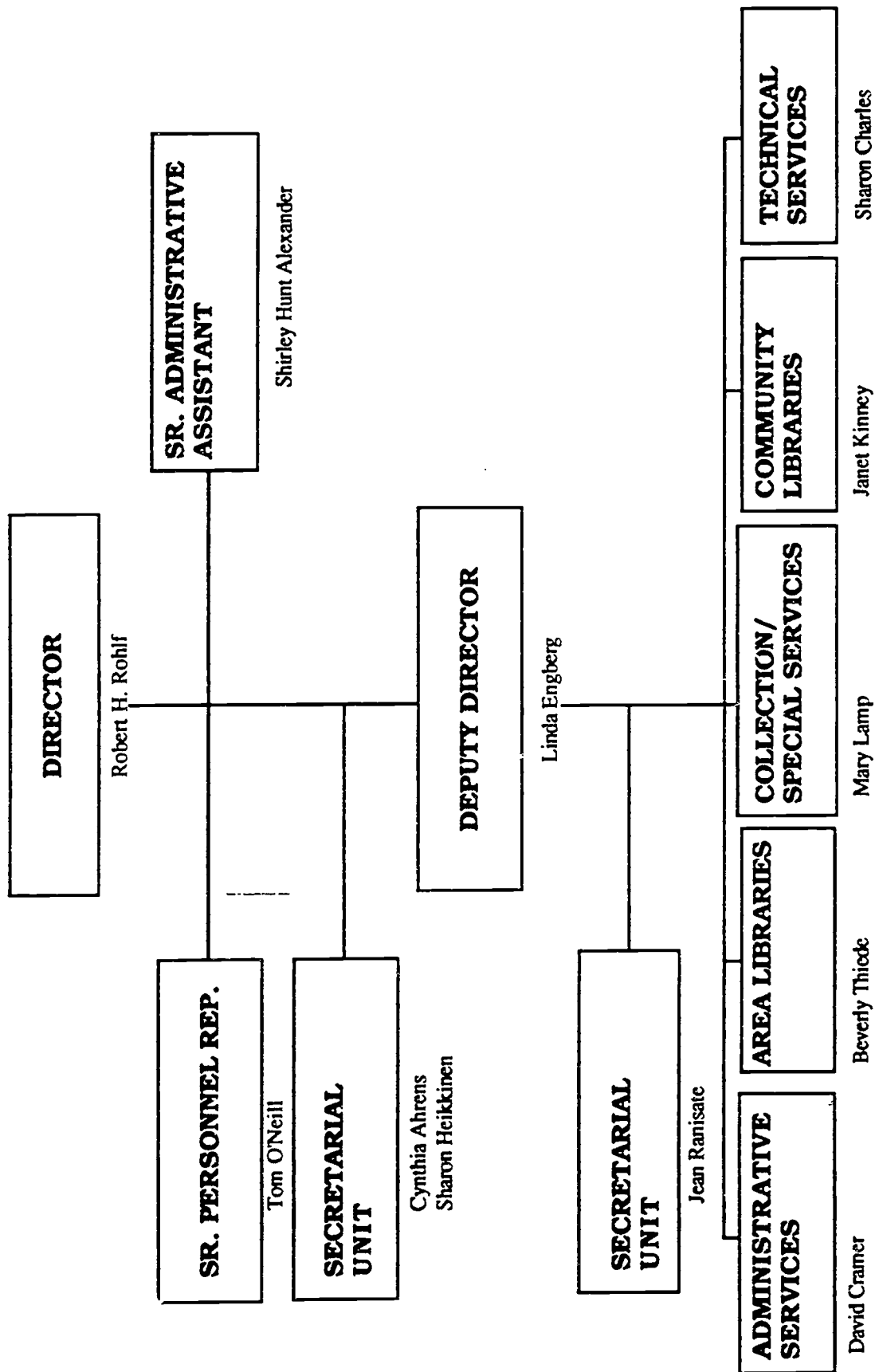


# HENNEPIN COUNTY LIBRARY



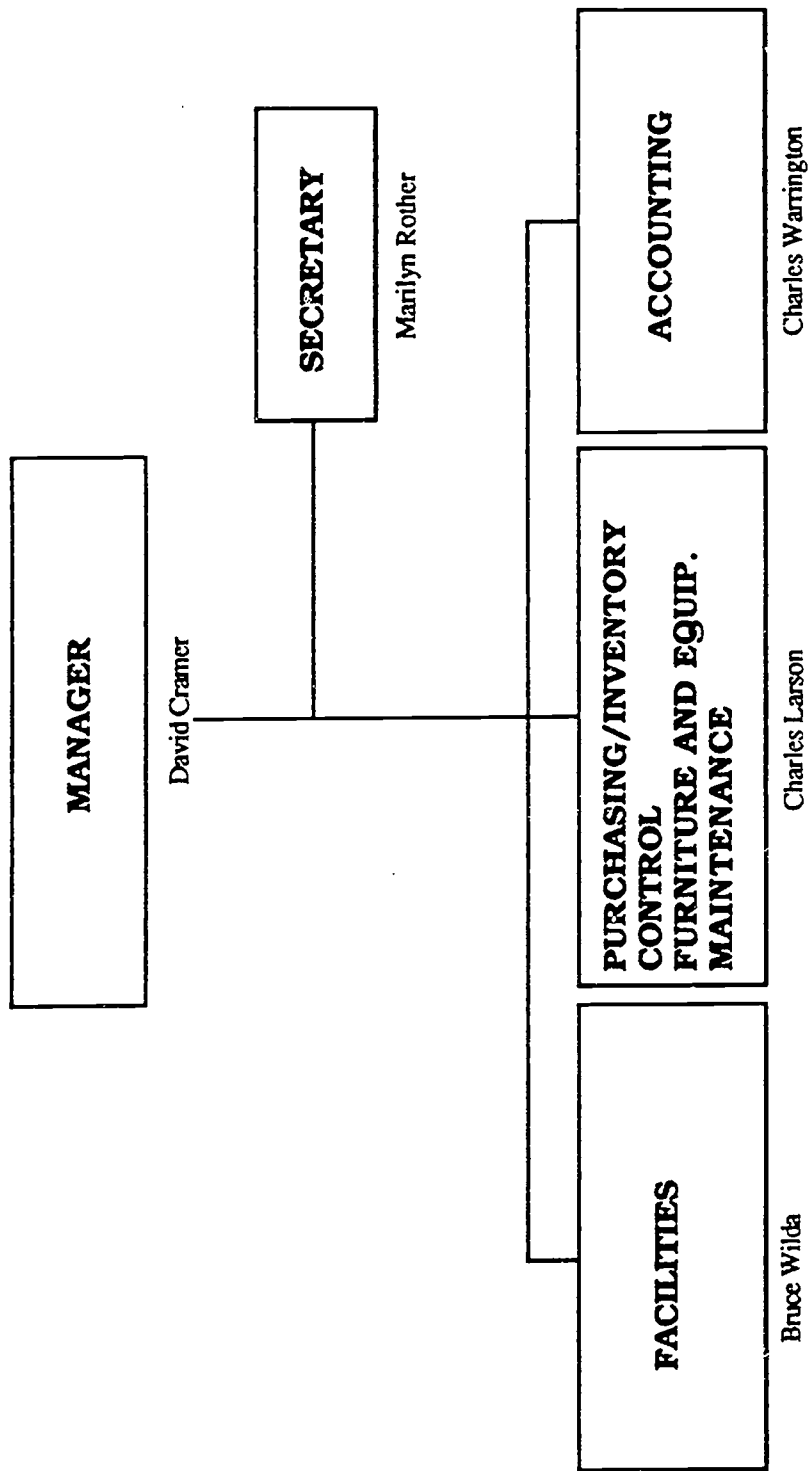


# HENNEPIN COUNTY LIBRARY





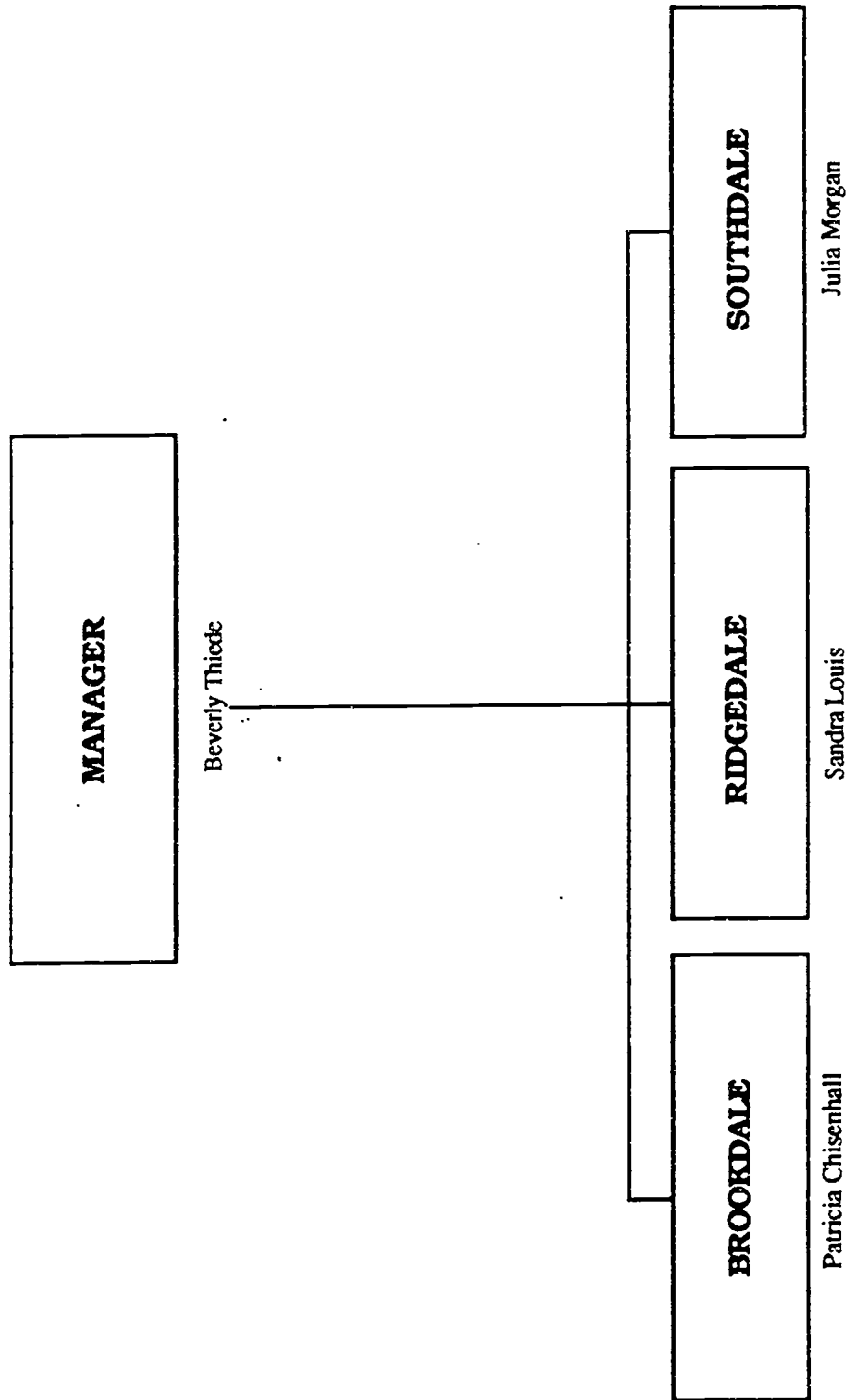
**HENNEPIN COUNTY LIBRARY  
ADMINISTRATIVE SERVICES DIVISION**





**HENNEPIN COUNTY LIBRARY**

**AREA LIBRARIES DIVISION**



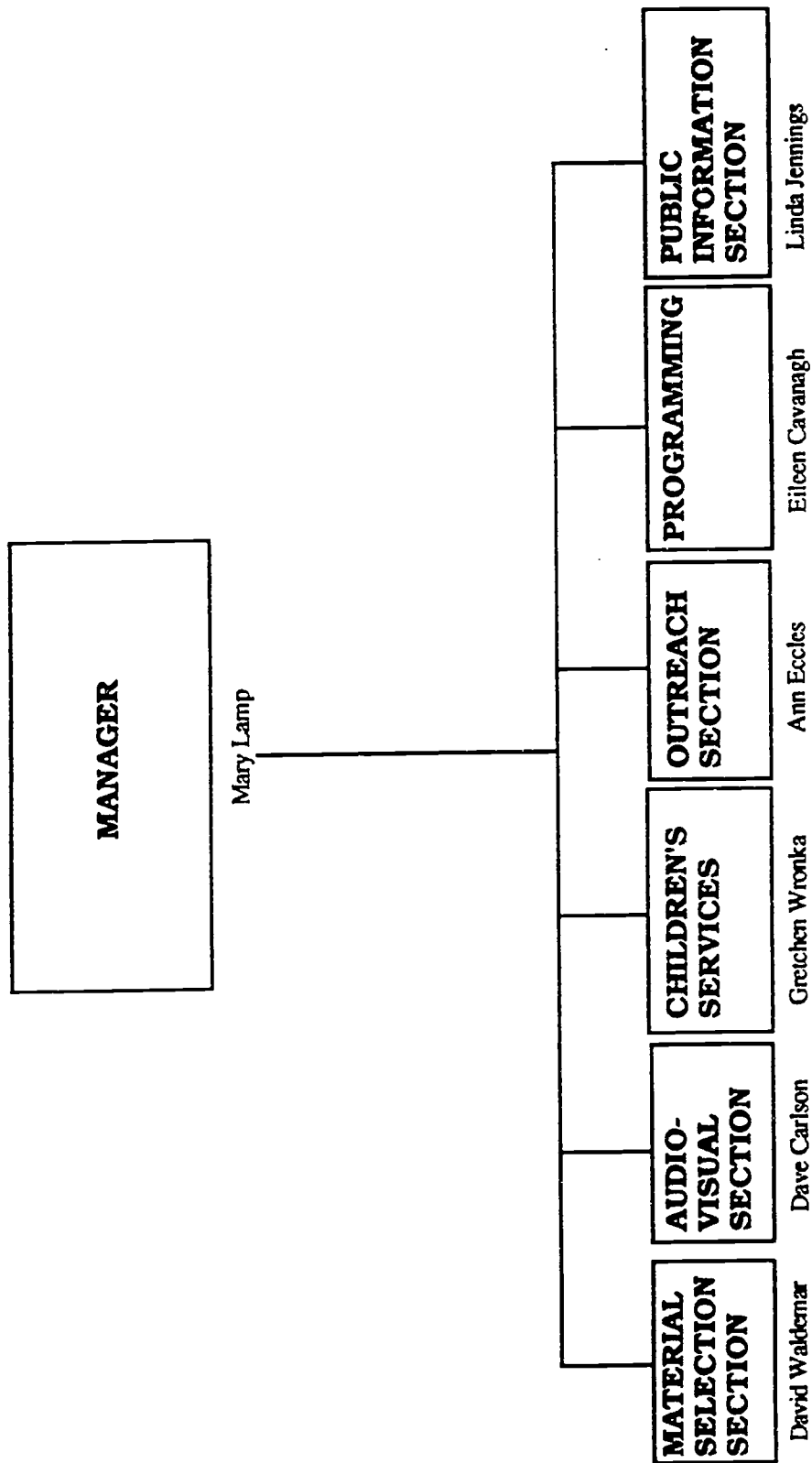
233

10/92

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# **HENNEPIN COUNTY LIBRARY** **COLLECTION SPECIAL SERVICES DIVISION**



10/92

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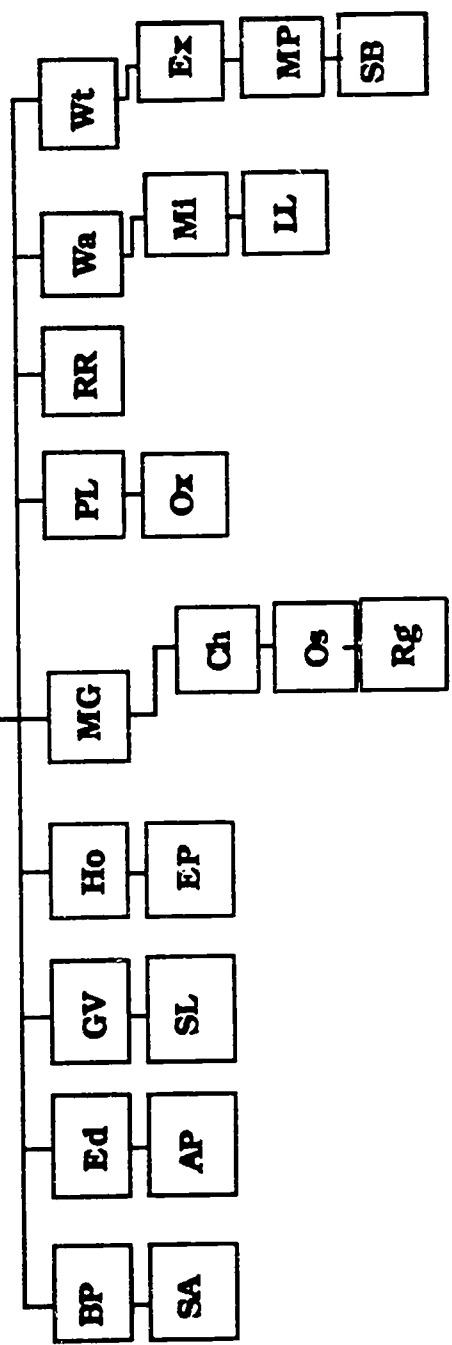


**HENNEPIN COUNTY LIBRARY  
COMMUNITY LIBRARY DIVISION**

- AP - Vicki Oeljen
- BP - Mary Jo Talbot
- Ch - Melissa Brechon Sibley
- Ed - Helen McNulty
- EP - Marge McPeak
- Ex - Paul Turgeon
- GV - Joan Erickson
- Ho - Charles Kritzler
- LL - Roger Burg
- MG - Margaret Gillespie
- Mi - Karen McGovern
- MP - Jeanne Gelineas
- Os - Margaret Gillespie
- Ox - Mary Wilson Swatosh
- PL - Roseanne Byrne
- Rg - Beverly Nelson
- RR - Michael McConnell
- SA - Jane Leck
- SB - Jeanne Gelineas
- SL - Helen Halverson
- Wa - Roger Burg
- Wt - Jeanne Gelineas

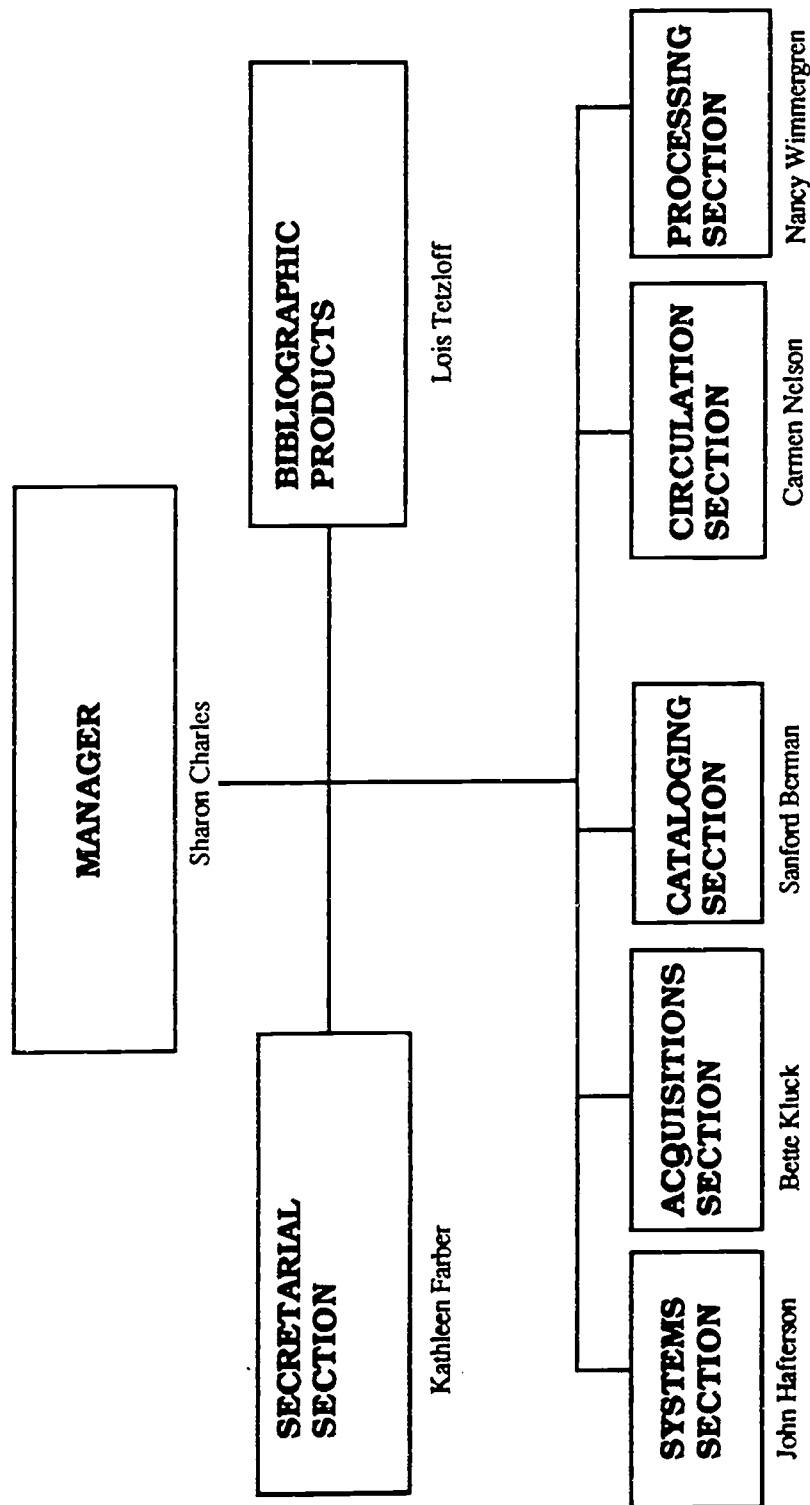
**MANAGER**

Janet Kinney





**HENNEPIN COUNTY LIBRARY**  
**TECHNICAL SERVICES DIVISION**



10/92



012.11

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY STAFFING AND ORGANIZATION CHART (FEBRUARY 1993)

PAY  
GRADES 17

LIBRARY BOARD

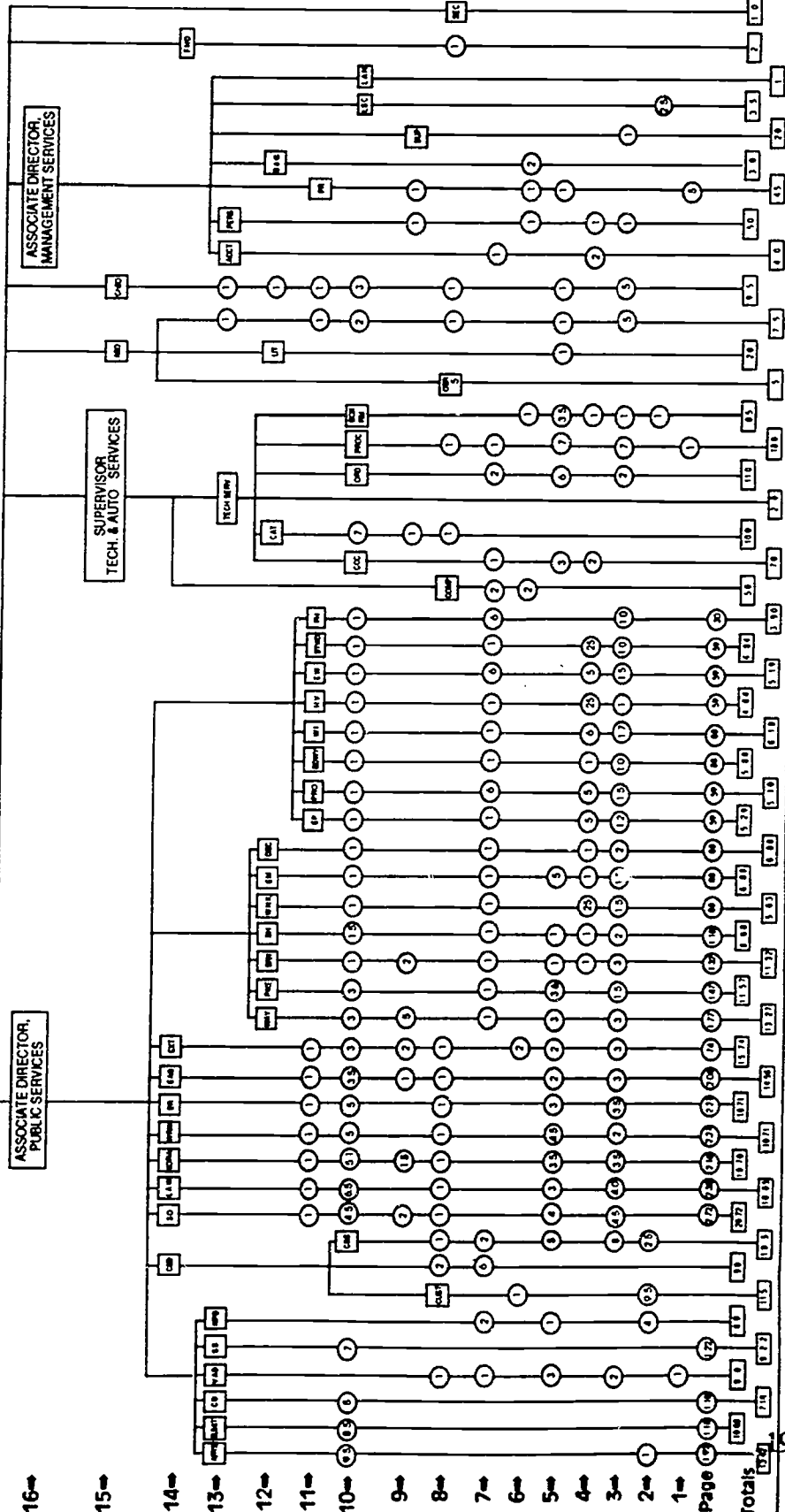
DIRECTOR

CUST  
CLERK  
PROF  
FTE  
PAY  
GRADES 17

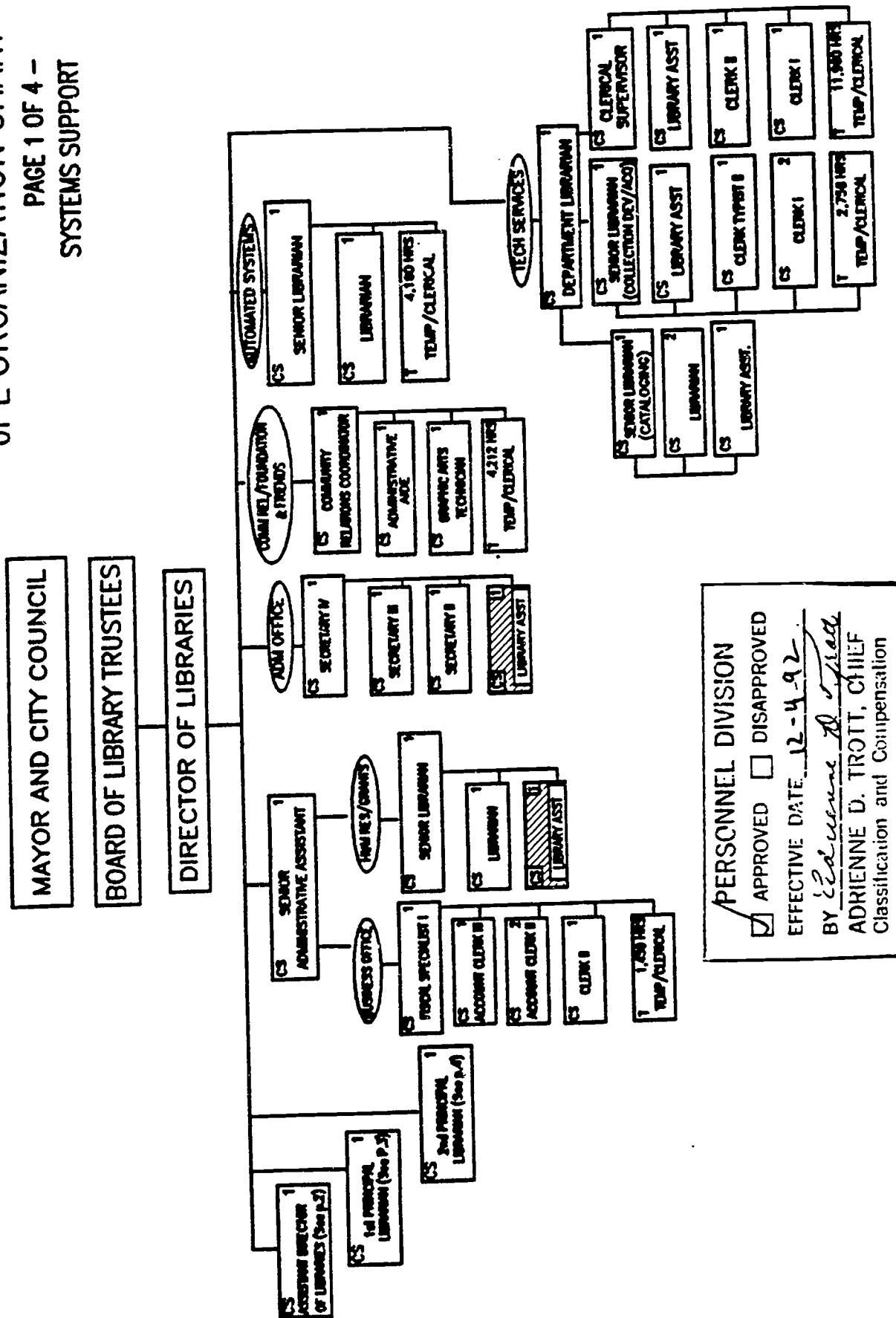
ASSOCIATE DIRECTOR,  
PUBLIC SERVICES

SUPERVISOR  
TECH. & AUTO. SERVICES

ASSOCIATE DIRECTOR,  
MANAGEMENT SERVICES







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**== GRANT-FUNDED**

244

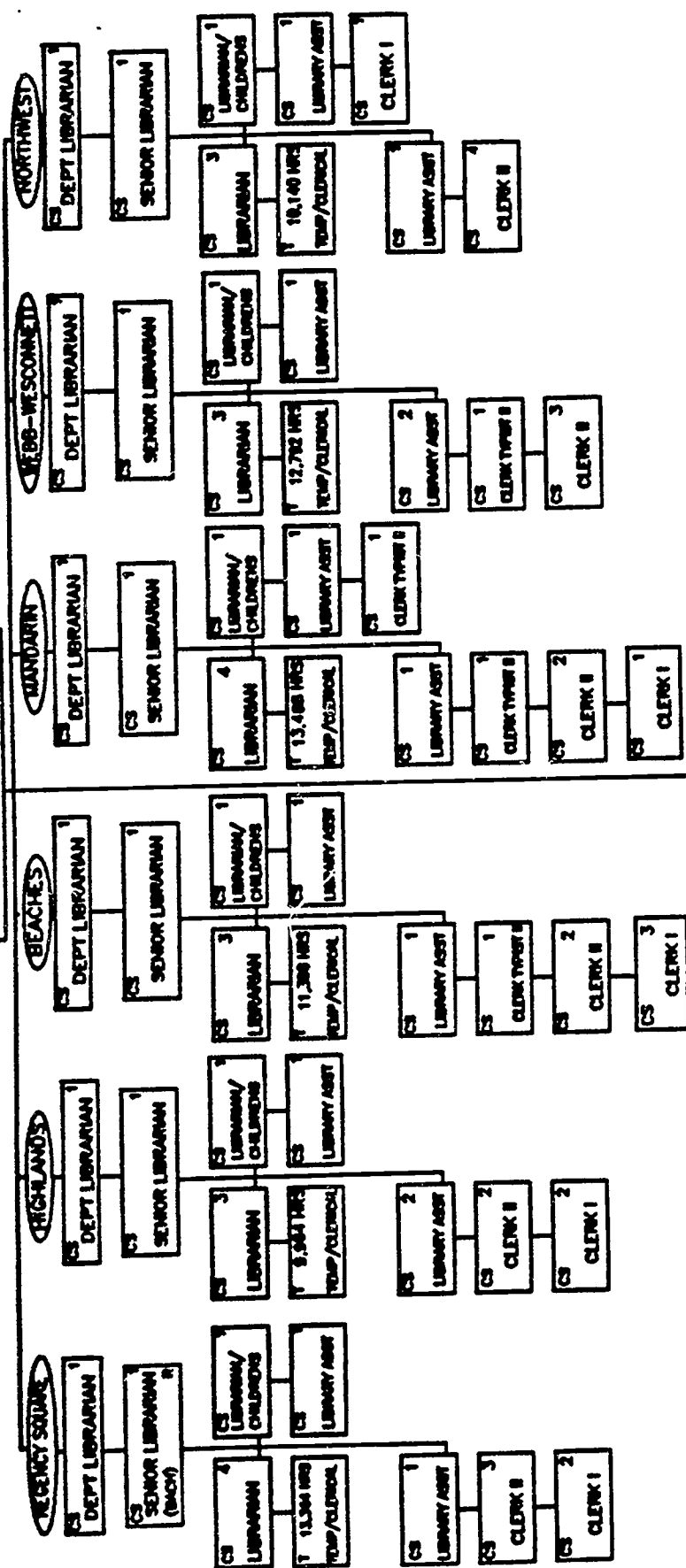
Original 1 of 4  
REV 10/12/92

**NOTE: Total temporary hours allocated is 174,418.**



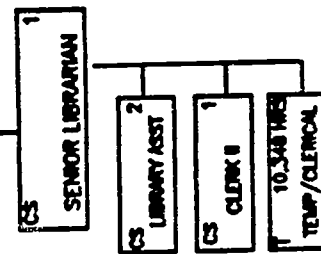
JPL ORGANIZATION CHART  
PAGE 2 OF 4 SC  
PUBLIC SERVICES

DIRECTOR OF LIBRARIES  
ASSISTANT DIRECTOR



PERSONNEL DIVISION  
☒ APPROVED ☐ DISAPPROVED  
 EFFECTIVE DATE 12-4-92  
 BY Adrienne D. Trott  
 ADRIENNE D. TROTT, CHIEF  
 Classification and Compensation

18/ALL/RESERVES  
SPECIAL SERVICES

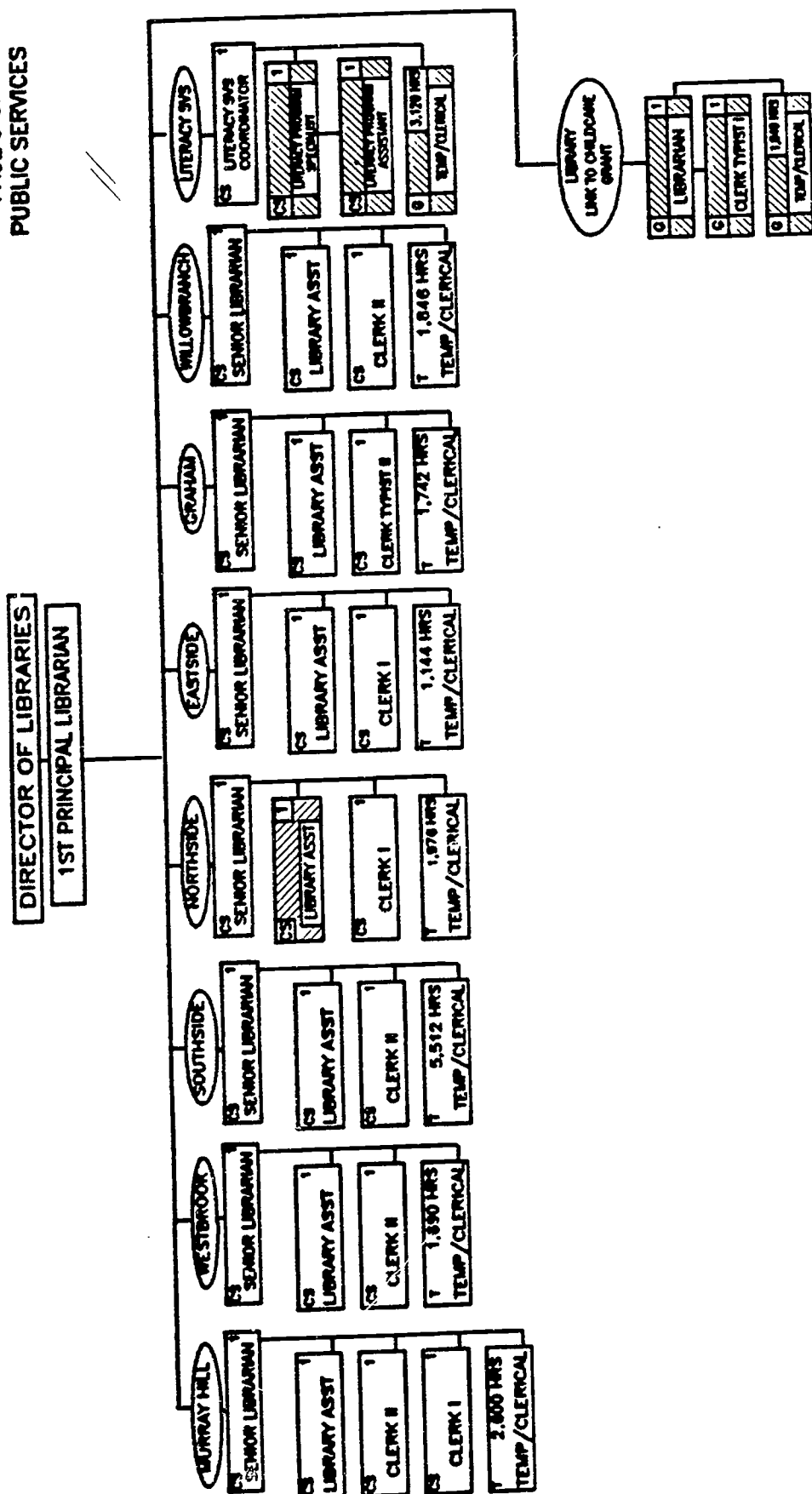


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JPL ORGANIZATION CHART  
PAGE 3 OF 4  
PUBLIC SERVICES



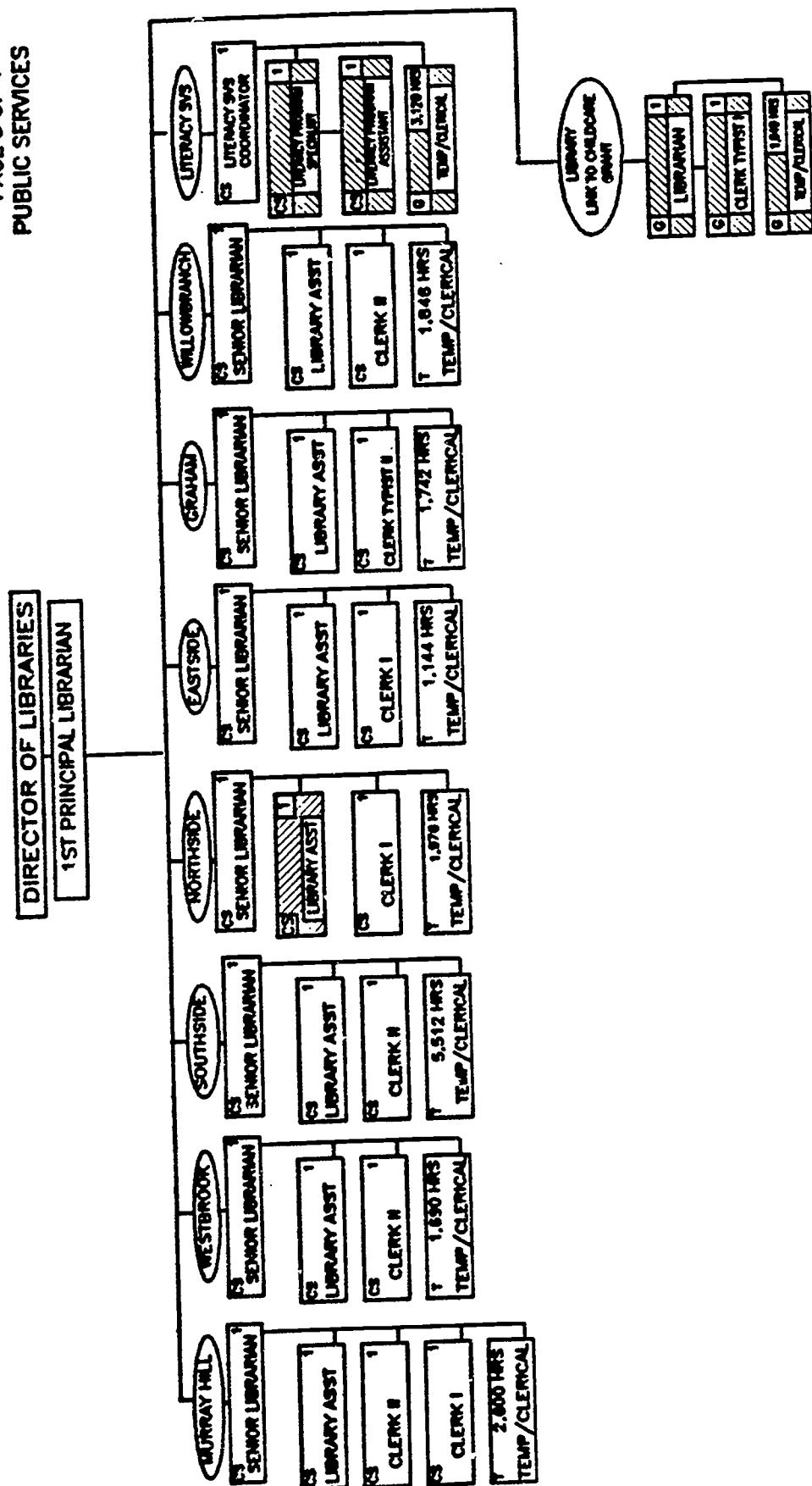
or gchertis Sep/dme  
REV 12/17/92



# JPL ORGANIZATION CHART

PAGE 3 OF 4

## PUBLIC SERVICES



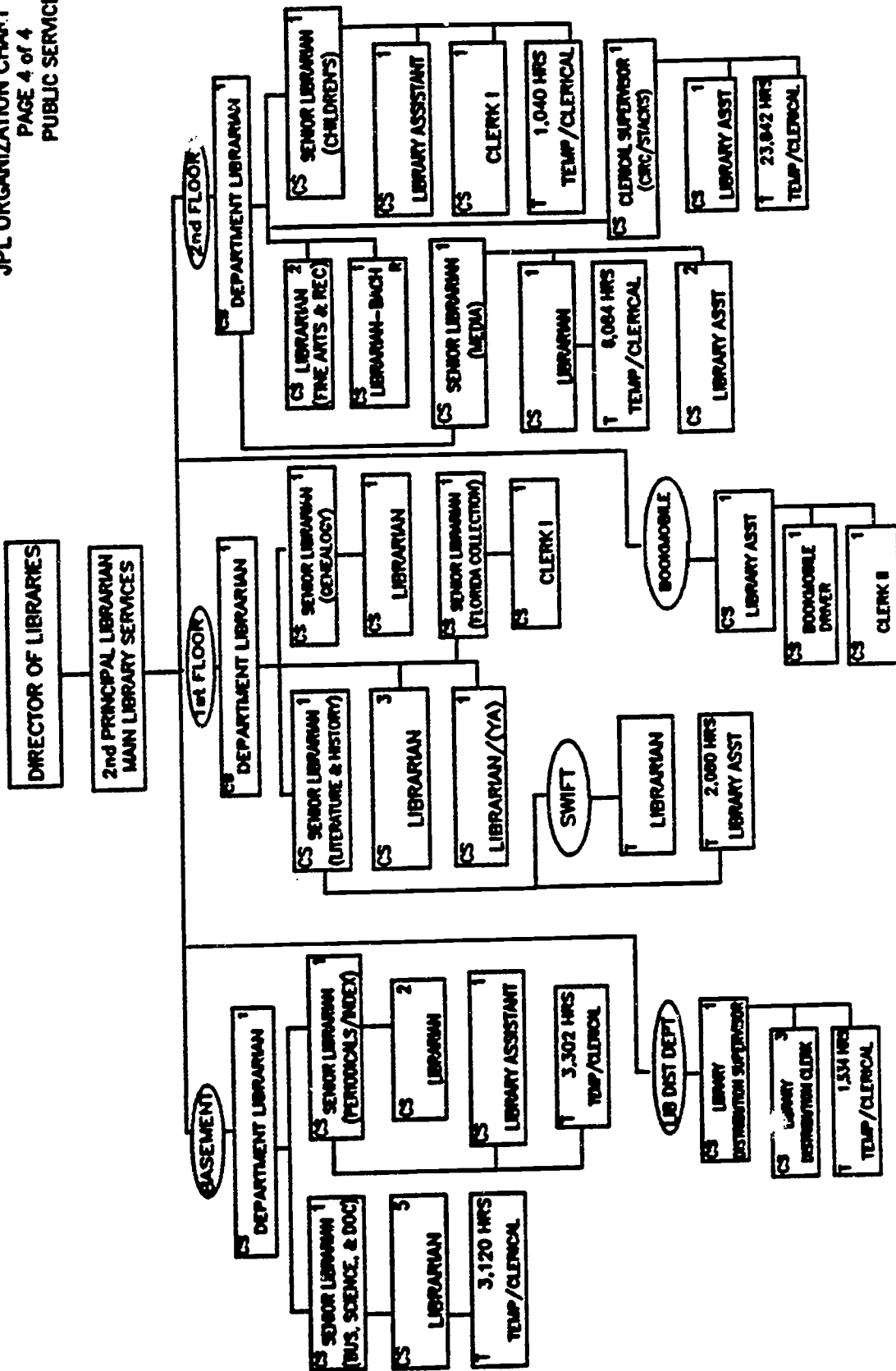
249

250

original 3rd time  
REV 12/17/92

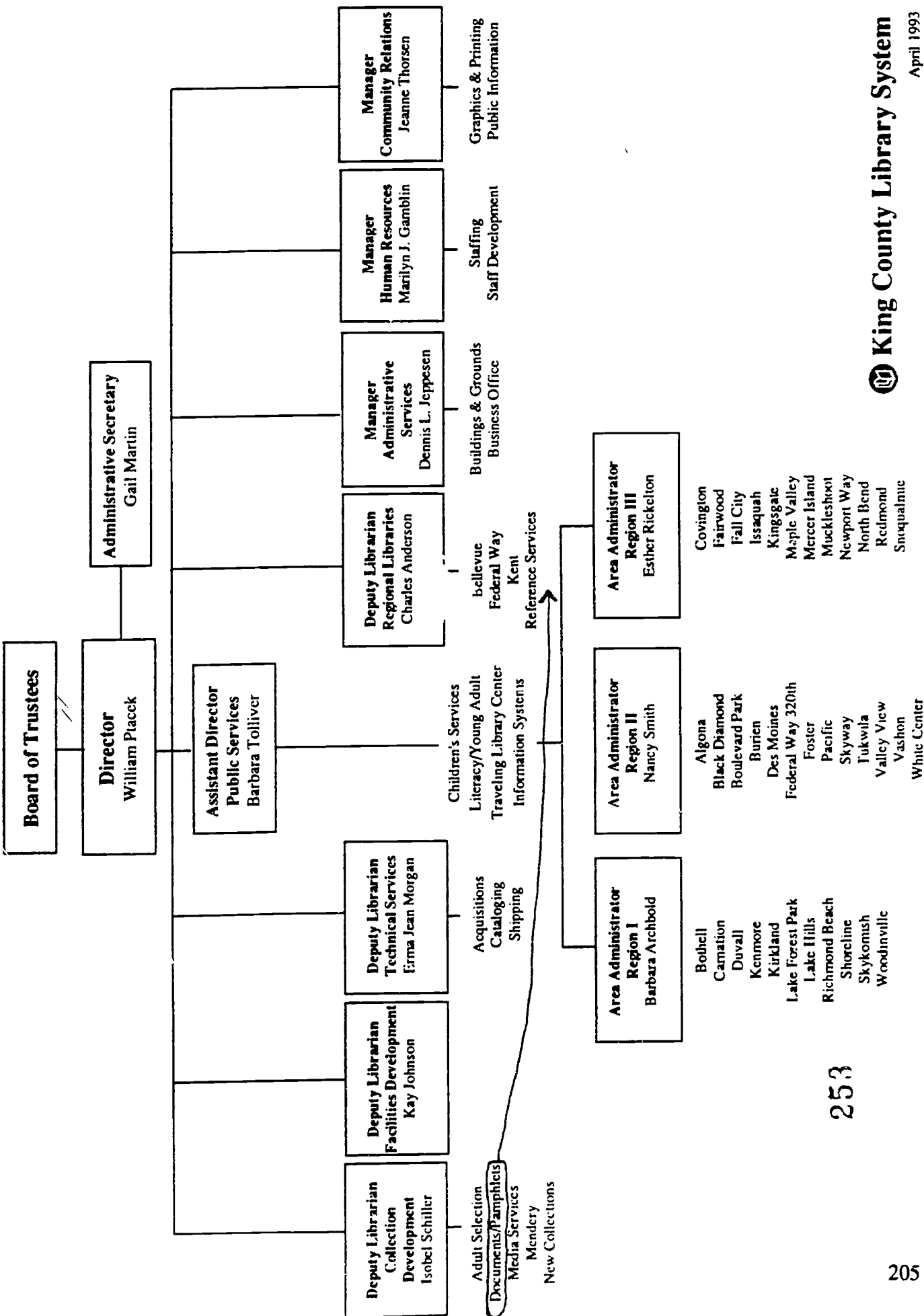


JPL ORGANIZATION CHART  
PAGE 4 of 4  
PUBLIC SERVICES



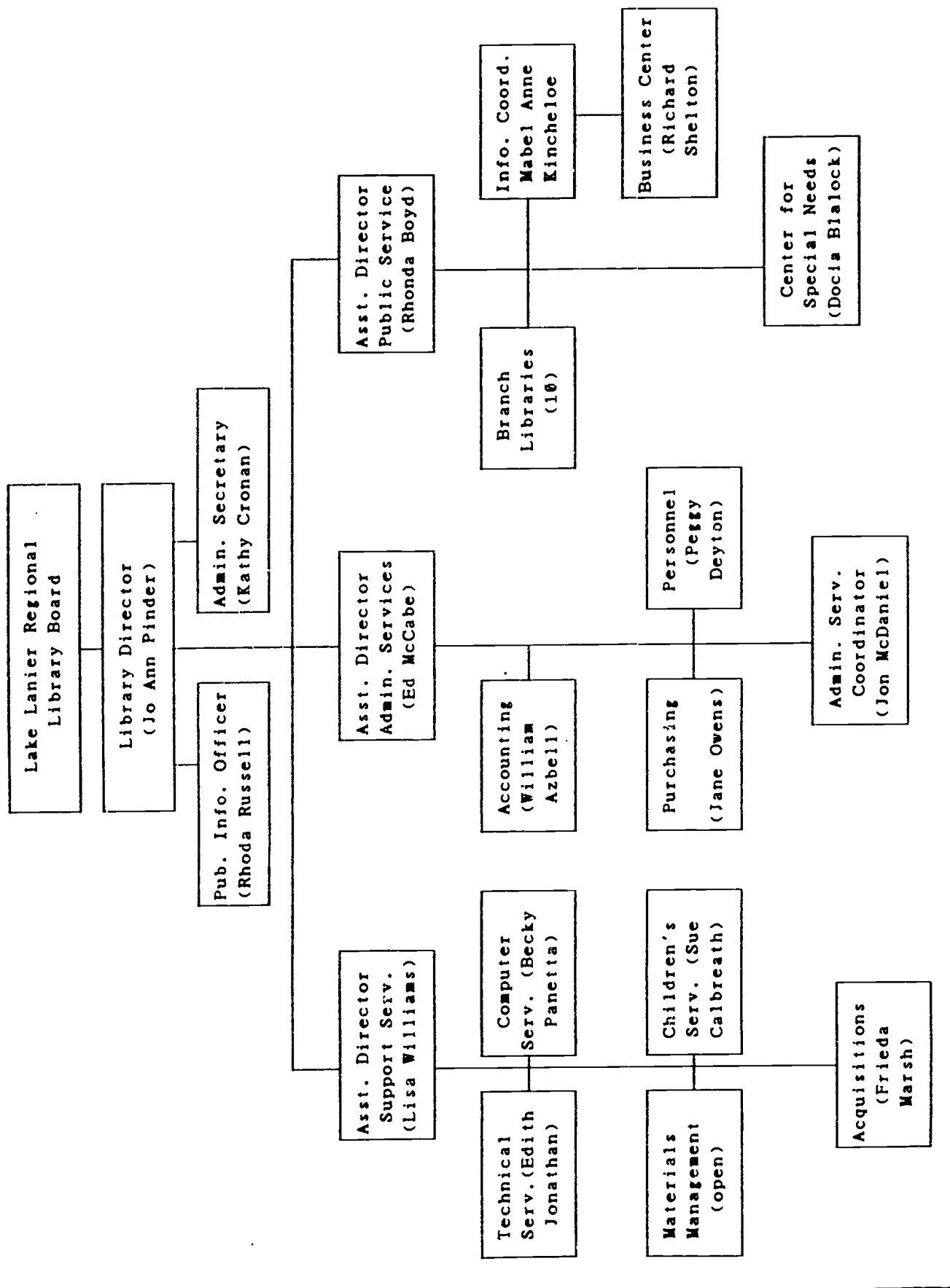
PERSONNEL DIVISION  
☒ APPROVED ☐ DISAPPROVED  
 EFFECTIVE DATE: 12-4-92  
 BY: Adrienne D. Trott  
 ADRIENNE D. TROTT, CHIEF  
 Classification and Compensation





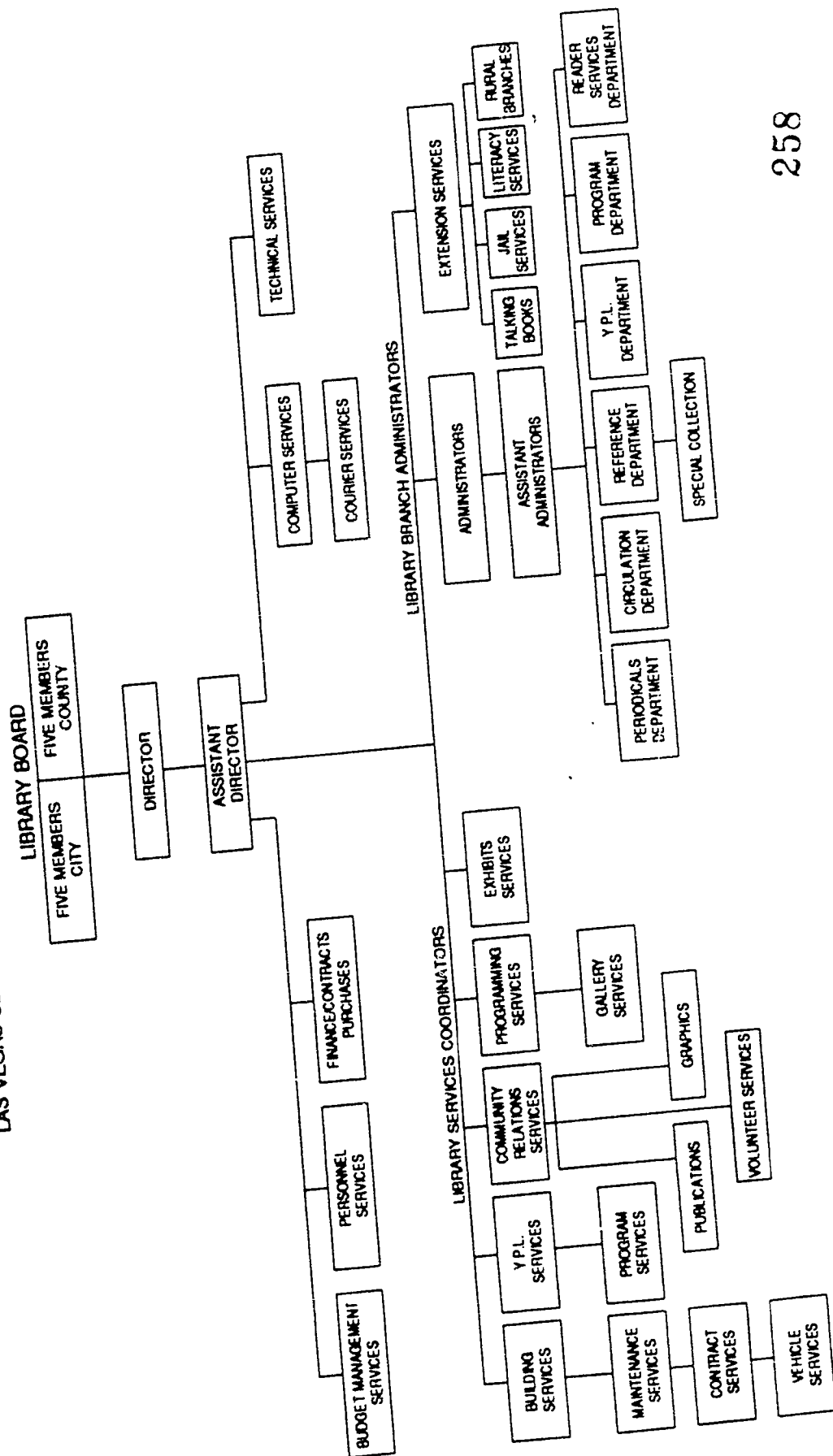


# LAKE LANIER REGIONAL LIBRARY ORGANIZATIONAL CHART

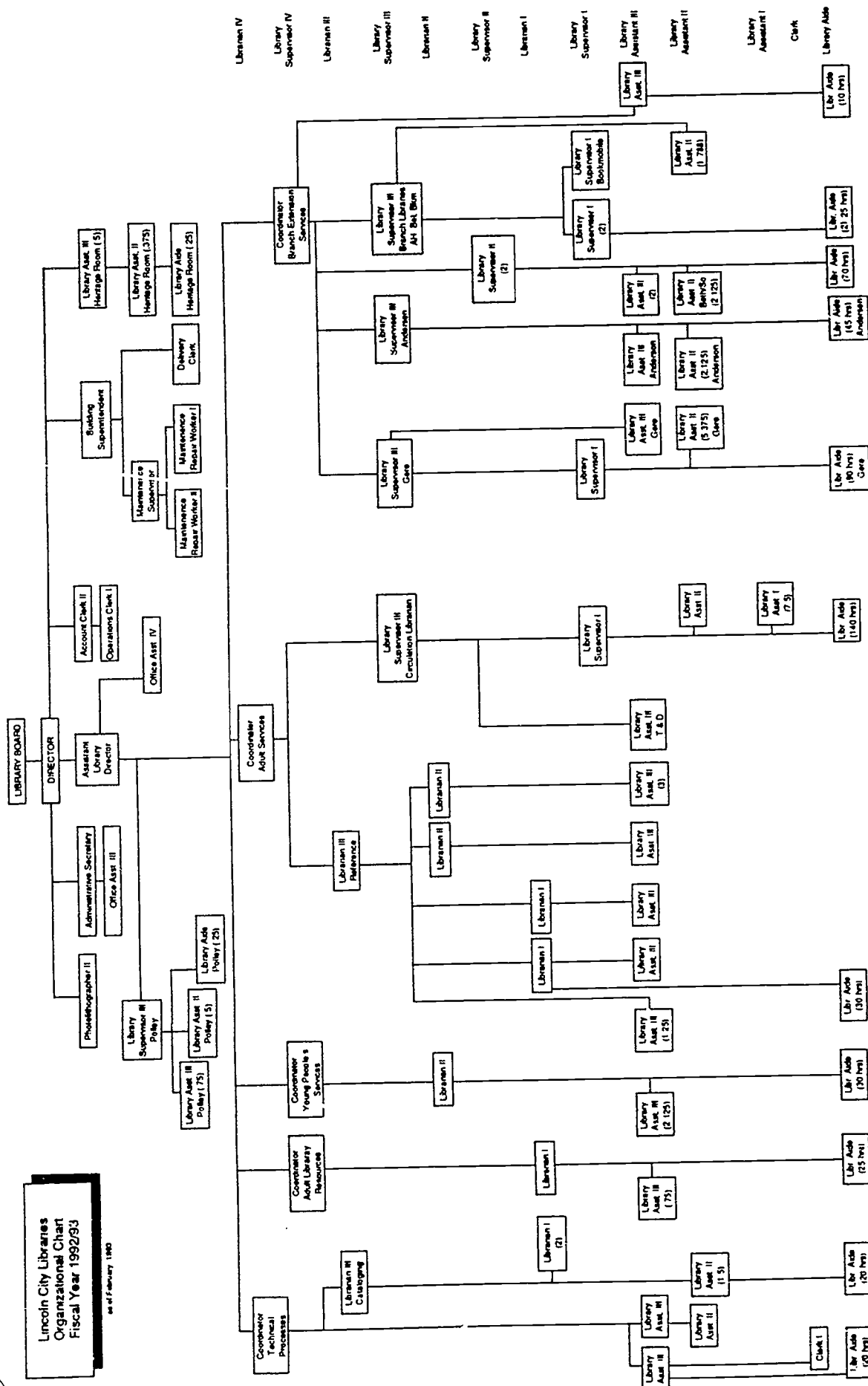




# LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT ORGANIZATIONAL CHART

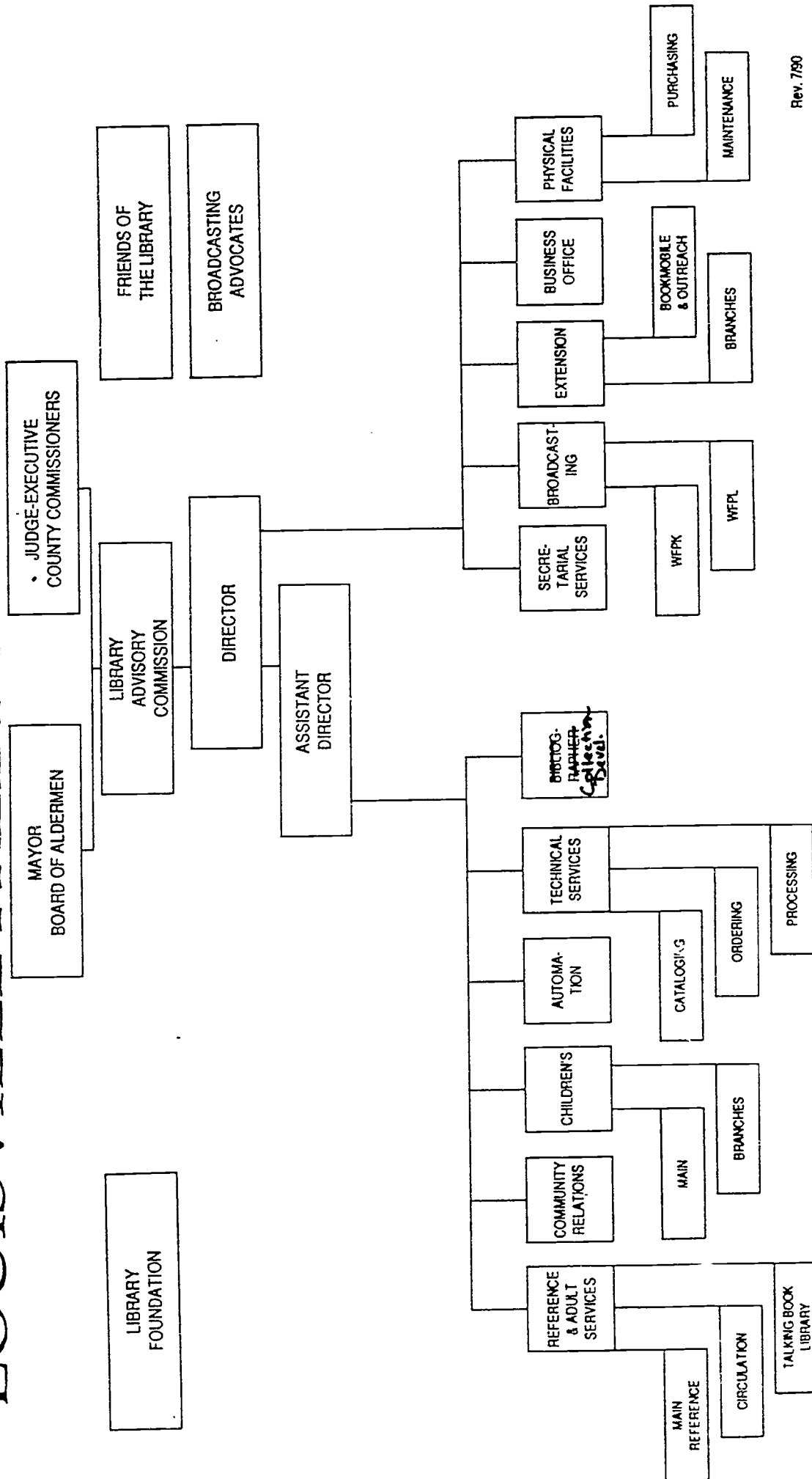






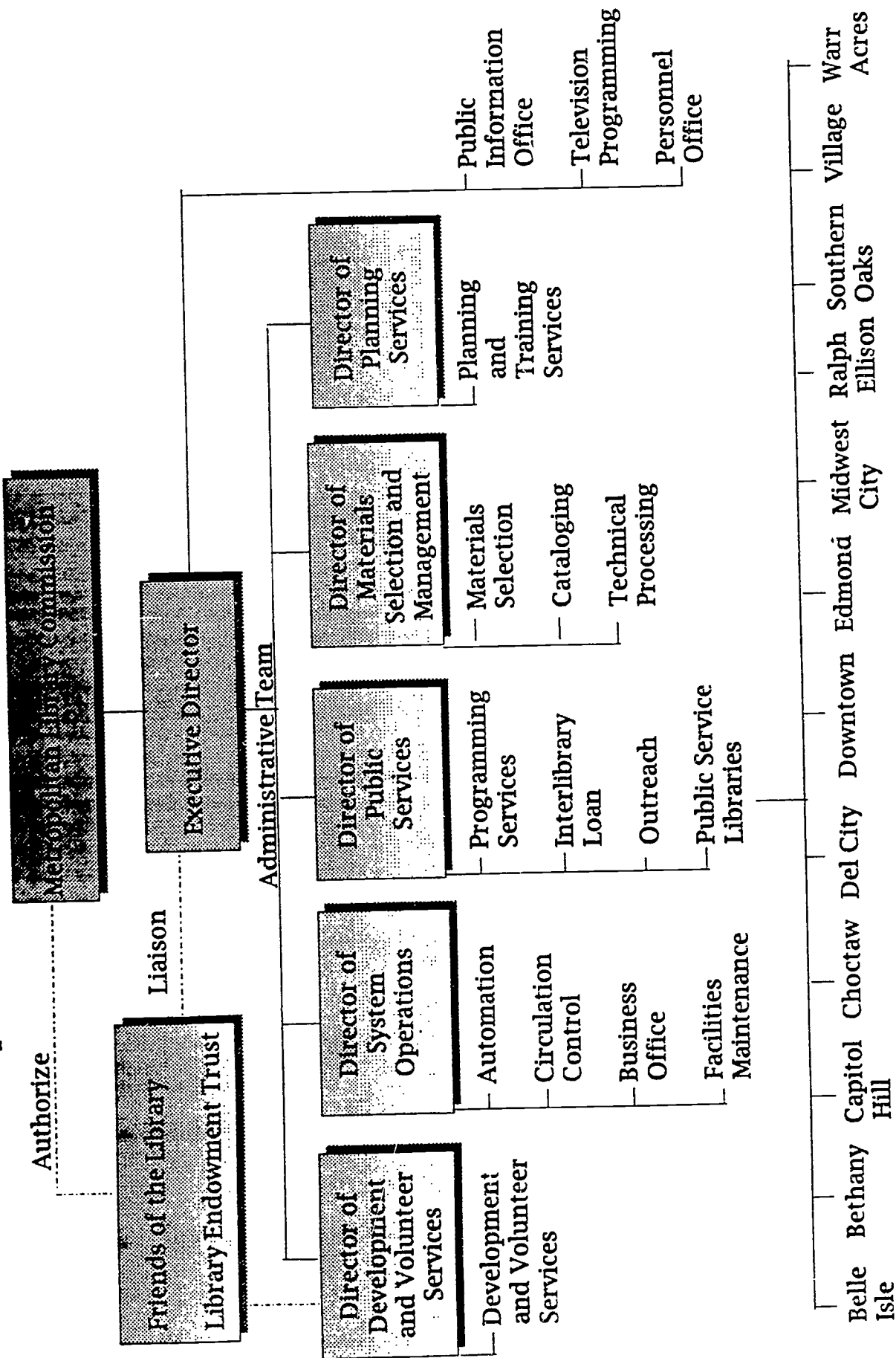


# LOUISVILLE FREE PUBLIC LIBRARY





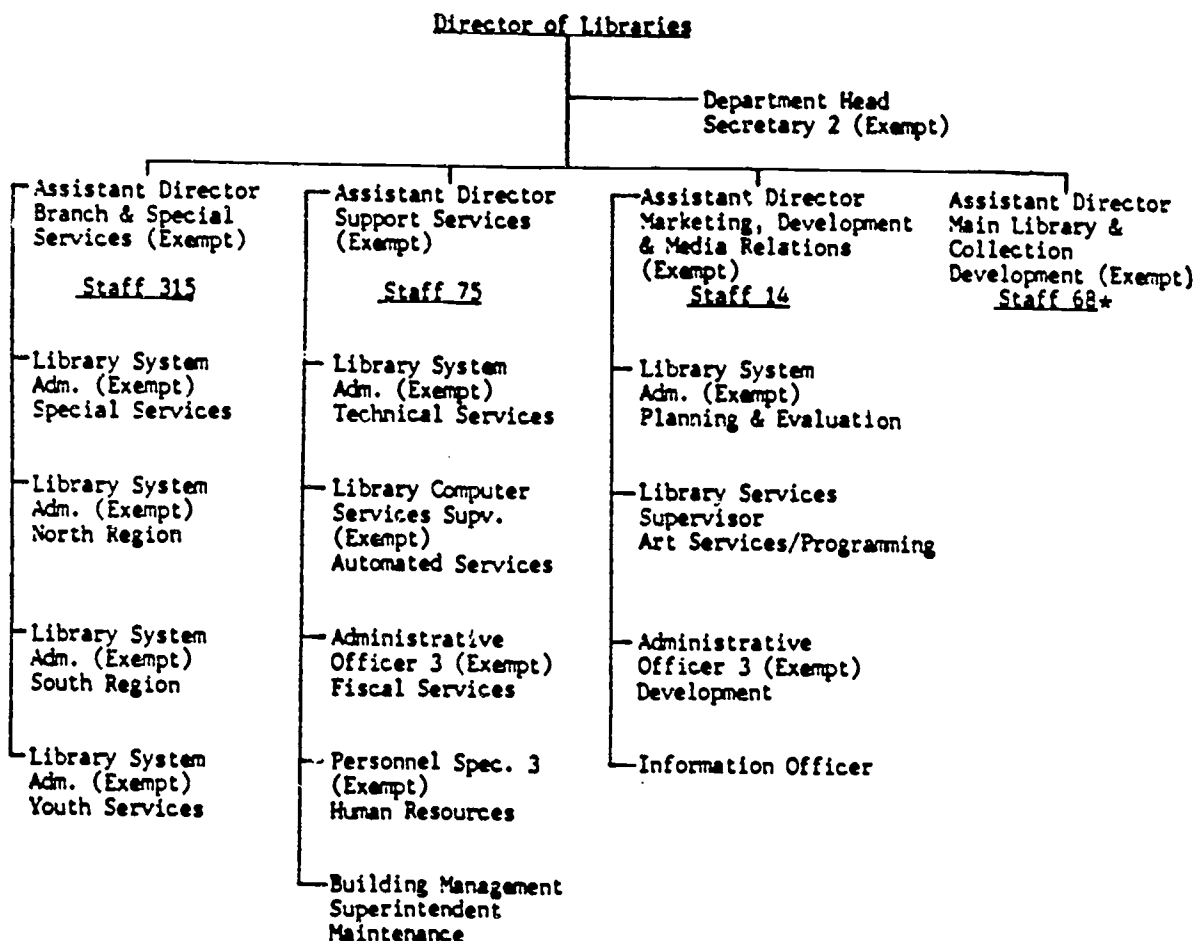
# Metropolitan Library System — serving Oklahoma County





# MIAMI-DADE PUBLIC LIBRARY SYSTEM \*\*

## TABLE OF ORGANIZATION



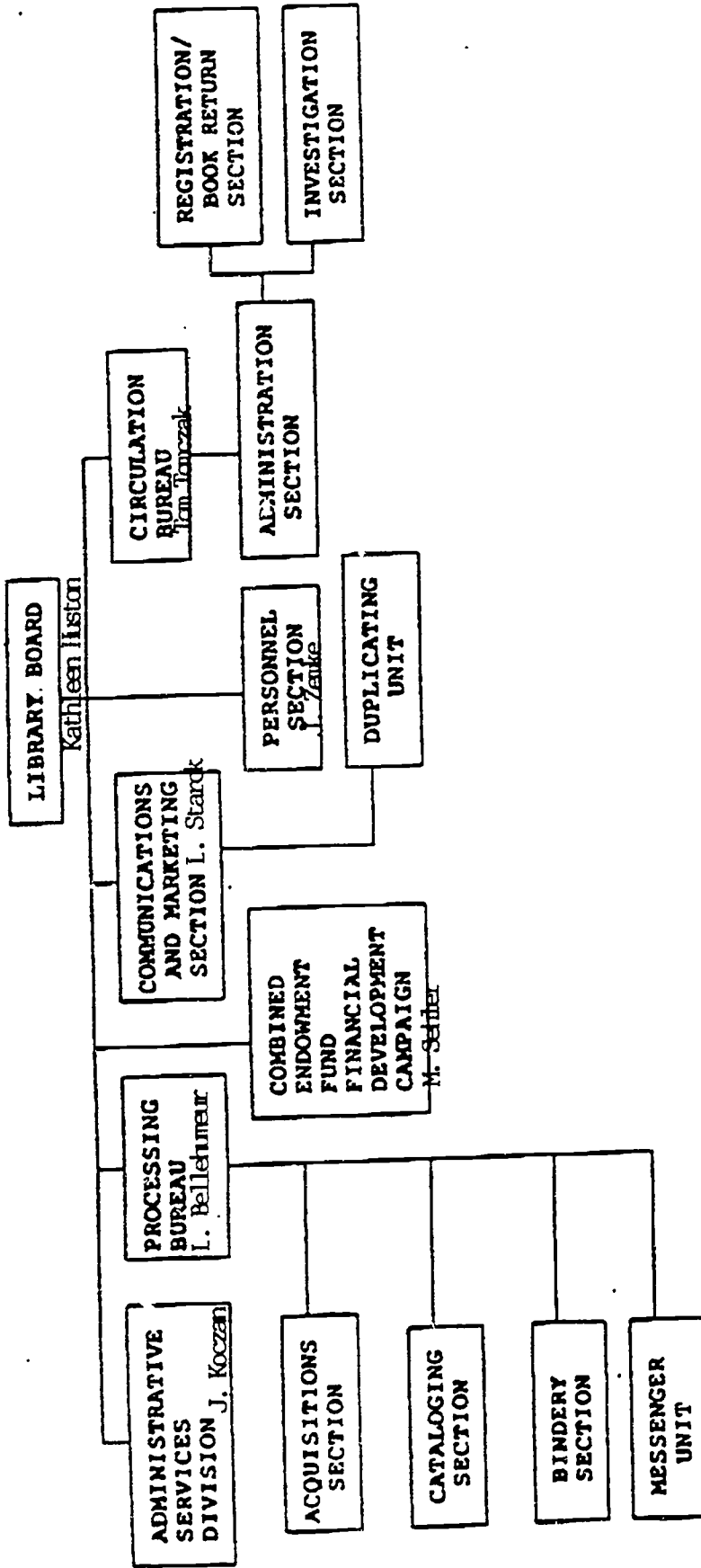
\* Includes the Wolfson Center staff of 4.

**\*\* NO PART TIME POSITIONS  
REFLECTED ABOVE.**

Revised 4/93



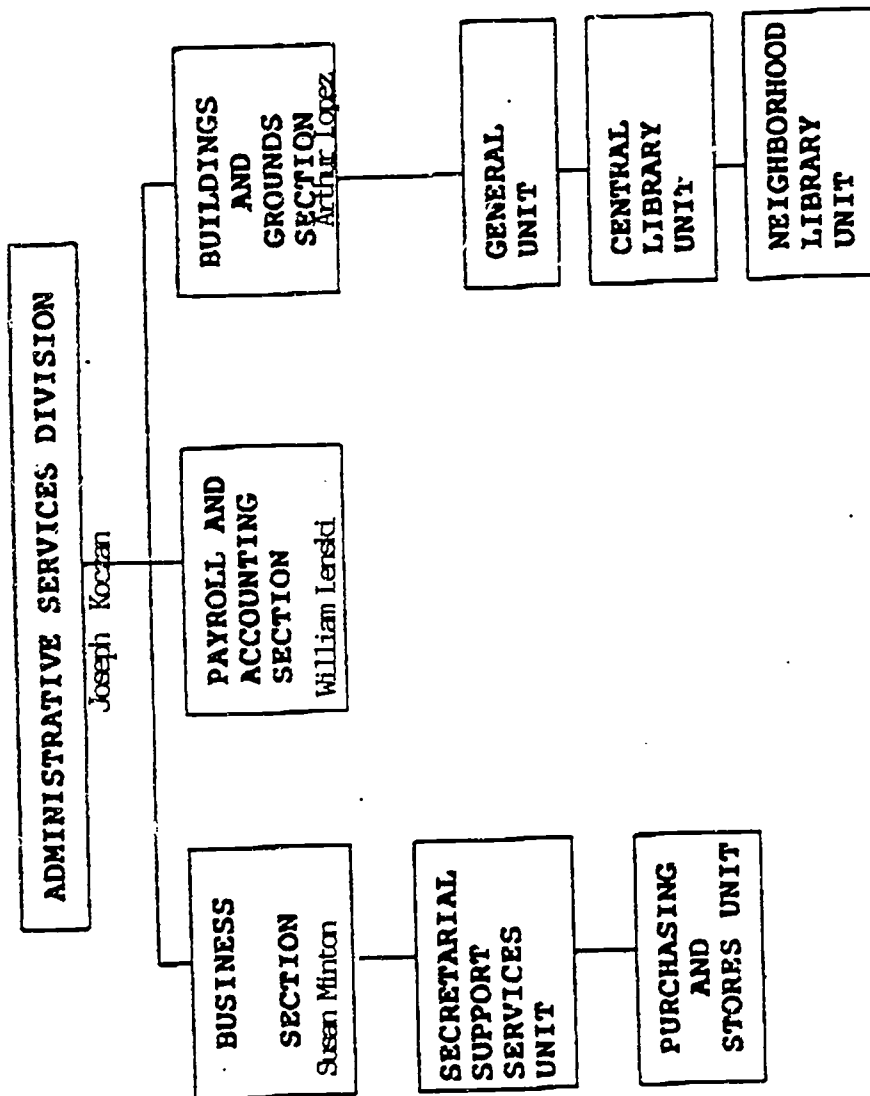
LIBRARY BOARD  
ADMINISTRATIVE SERVICES DECISION UNIT



*Kathleen M. Histon*  
DU Manager Signature

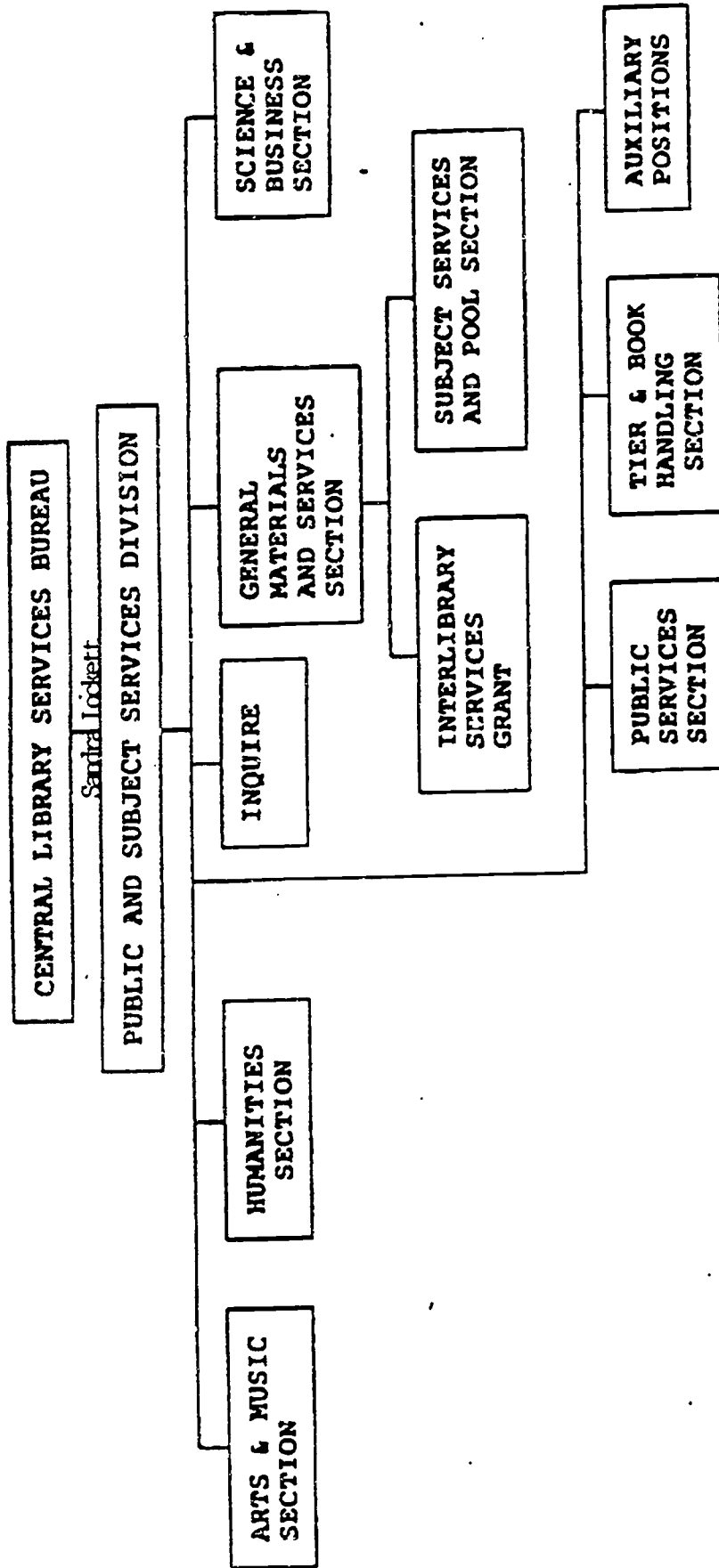


ADMINISTRATIVE SERVICES DECISION UNIT



*Joseph J. Kocian*  
Du Manager Signature



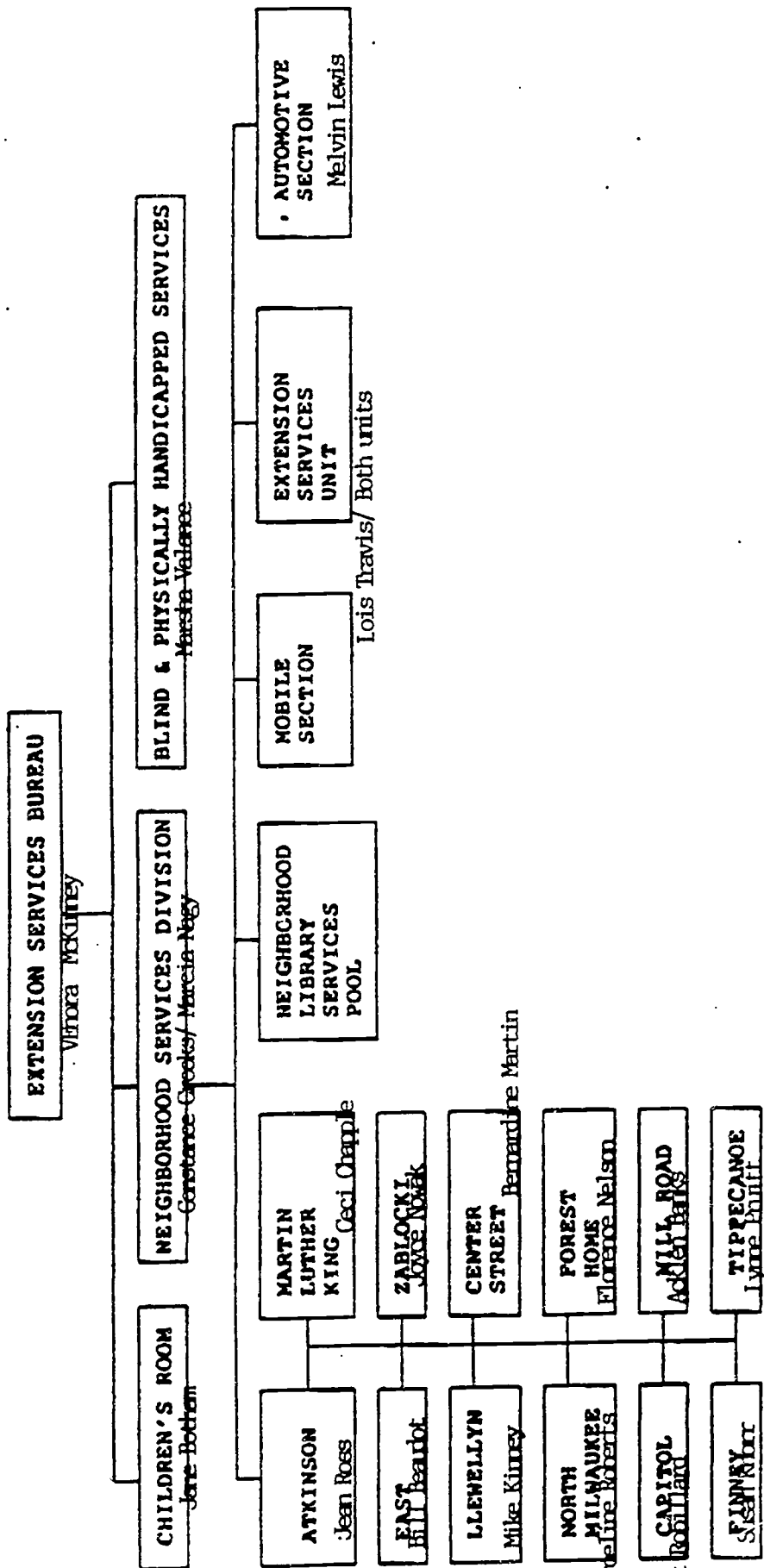


Sandra Lockett

*Sandra B. Lockett*  
 DU Manager Signature



LIBRARY BOARD  
NEIGHBORHOOD LIBRARY AND EXTENSION UNIT  
DECISION UNIT



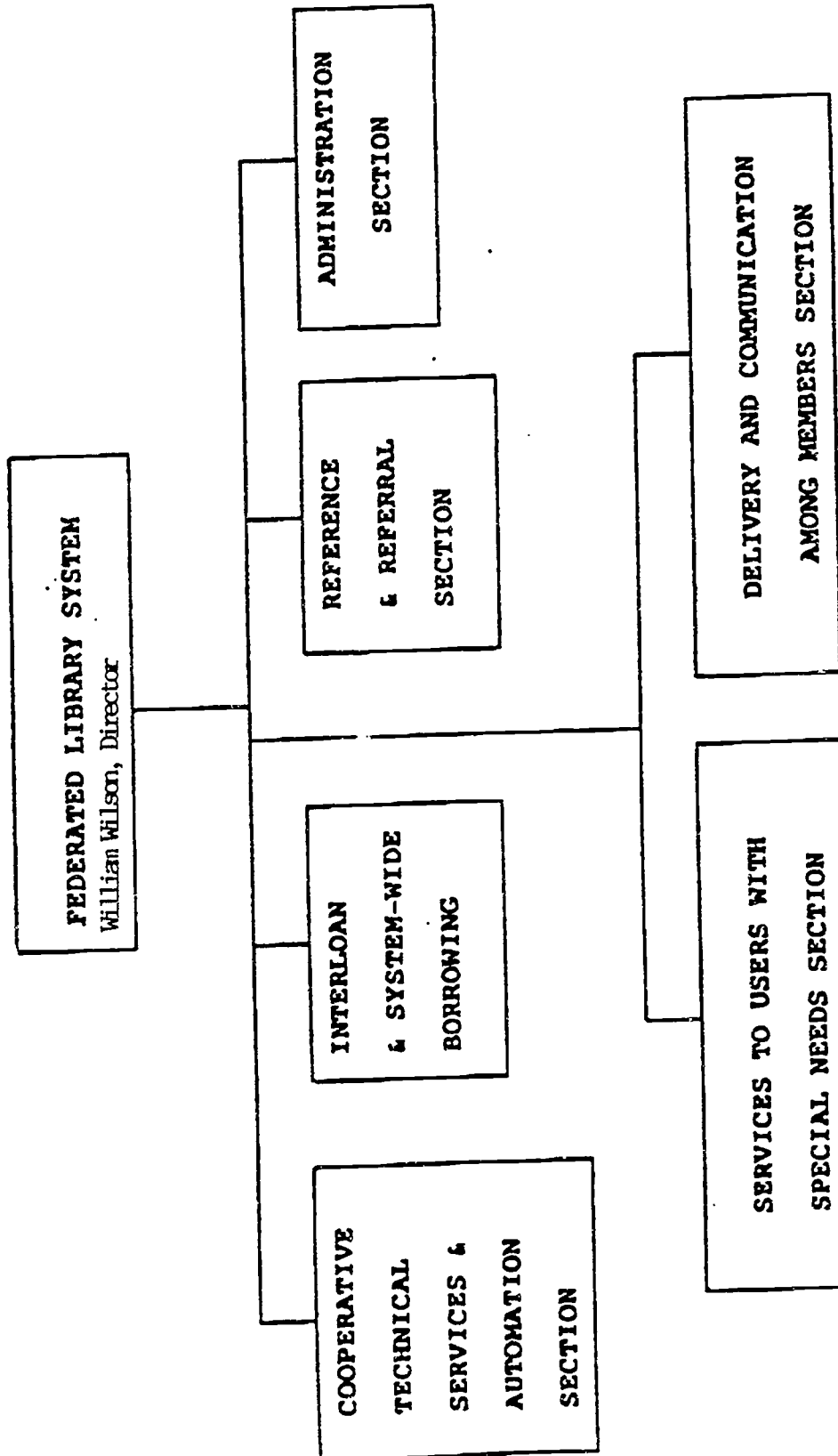
*Denara H. McKinney*  
DU Manager Signature

272

273

Milwaukee Public Library





*Kathleen M. Spator*

DU Manager Signature

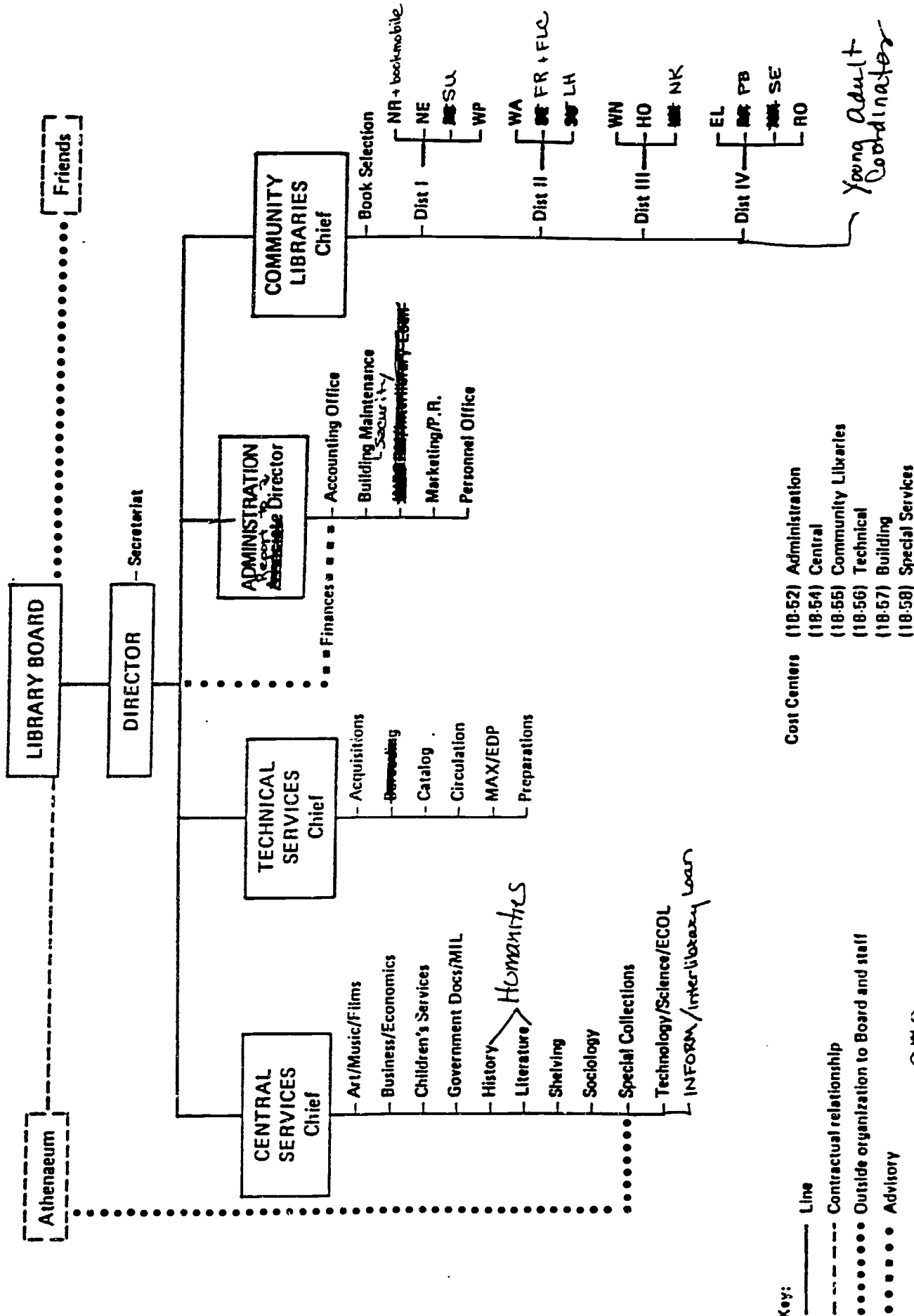
275

Milwaukee Public Library

274

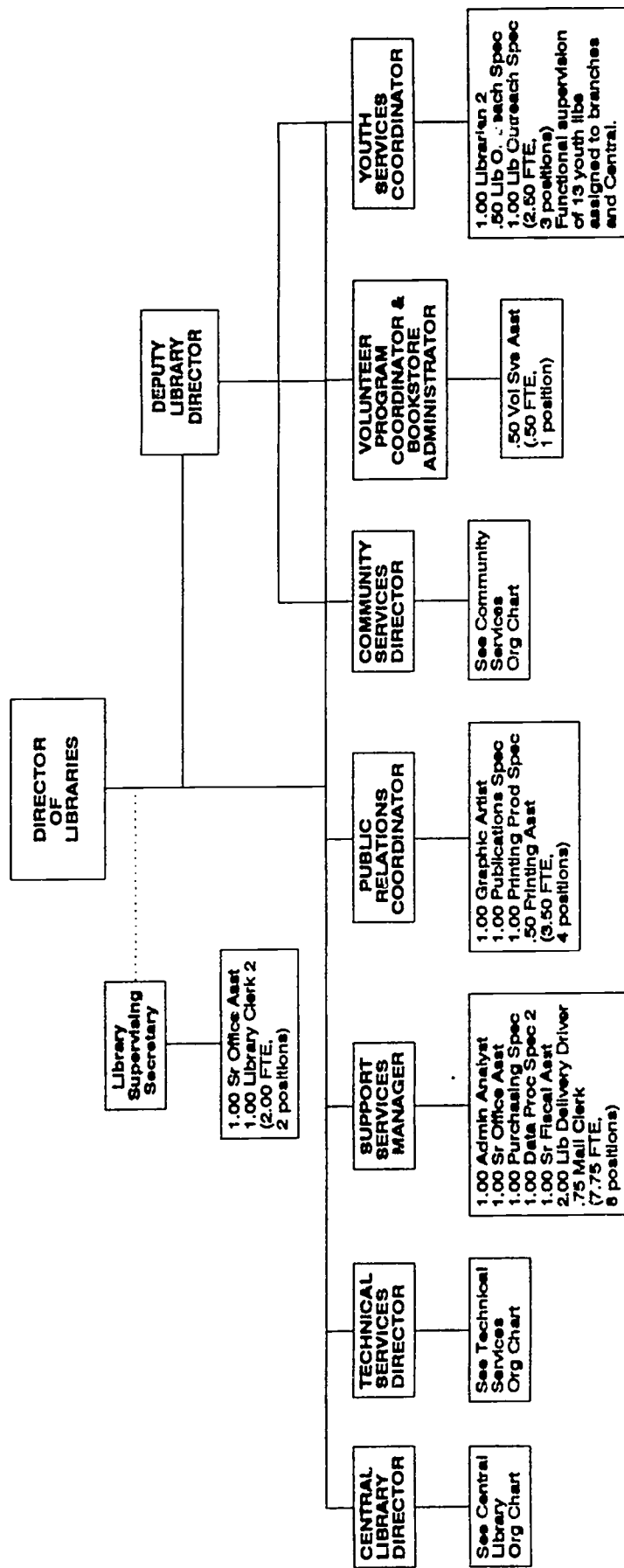


# MINNEAPOLIS PUBLIC LIBRARY AND INFORMATION CENTER Organization Chart





# MULTNOMAH COUNTY LIBRARY





## THE NEW YORK PUBLIC LIBRARY SCHEMATIC OVERVIEW

**The Electorate**  
 o The Mayor  
 o Comptroller  
 o President of the City Council

### Board of Trustees

### Committee on The Research Libraries

### The Branch Libraries Council

### Office of the President

o Government Affairs  
 o Library Council

### The Branch Libraries

o Bronx Borough  
 o Manhattan Borough  
 o State Island Borough  
 o Central Library Services  
 o Program & Services  
 o Technical &  
 Computer Services

### Office of the Executive Vice President Administrative Services

**Development**  
 o Annual Fund  
 o Corporate  
 Relations  
 o Foundation  
 Relations  
 o Major Gifts  
 o Planned Giving

**External Affairs**  
 o Special Events  
 o Public Relations  
 o Graphics  
 o Public Education  
 Program  
 o Exhibitions  
 o Publications

**Human Resources**  
 o Alternative Action  
 o Benefits  
 o Compensation  
 o Employment &  
 Placement  
 o Labor Relations  
 o Safety  
 o Training

**Finance &  
Systems**  
 o Budget  
 o Accounting &  
 Payroll  
 o Purchasing, Shipping,  
 Duplication  
 o Library Information &  
 On Line Network Systems

**Plant Management &  
Construction**  
 o Facilities Maintenance  
 o Security  
 o Construction

**The Research Libraries**  
 o Access Services  
 o Humanities & Social Sciences  
 o Library for the Performing Arts  
 o Preparation Services  
 o Schomburg Center for  
 Research in Black Culture  
 o Science, Industry & Business  
 o Special Collections

OVERVIEW CIT/2a  
 27-Aug-92

280

281



# OMAHA PUBLIC LIBRARY

BOARD OF THE  
OMAHA PUBLIC LIBRARY  
(9 Members)

1 - Library Director

1 - Exec. Secretary

1 - Asst. Library Director

1 - Clk. Typ. II

## COMMUNITY SERVICES

1 - Libn. II  
1 - Lib. Spec. (1/2)  
1 - Clk. I (p/t)

## FISCAL

1 - Fiscal Spec.

## DELIVERY SERVICE

1 - Clk. Messenger  
1 - Clk. Messenger (p/t)

## MAIN LIBRARY

Supervisor  
1 - Libn. III

### INFORMATION

1 - Libn. II  
Reference Center  
2 - Libn. I  
1 - Clk. Typ. II

### Circulation

1 - Off. Supv.  
1 - Clk. Typ. I  
3 - Clk. I  
Lib. Pages

### BUSINESS/SCIENCE & TECHNOLOGY (Incls. Gov't Documents)

1 - Libn. II  
2 - Libn. I  
2 - Lib. Spec.  
1 - Clk. Typ. I  
Lib. Pages

### LANGUAGE & LITERATURE (Incls. Popular Books)

1 - Libn. II  
2 - Libn. I  
Lib. Pages

### ART & MUSIC

1 - Libn. II  
1 - Libn. I  
Lib. Pages

### HISTORY/BIOGRAPHY/ TRAVEL (Incls. Local History & Genealogy)

1 - Libn. II  
3 - Libn. I  
Lib. Pages

### SOCIAL SCIENCES (Incls. Microfilm)

1 - Libn. II  
1 - Libn. I  
1 - Lib. Spec.  
1 - Clk. I (p/t)  
Lib. Pages

## TECHNICAL SERVICES

Supervisor  
1 - Libn. III

### CATALOG

1 - Libn. II  
1 - Libn. I  
1 - Libn. I (p/t)  
5 - Clk. Typ. II  
Lib. Pages

### ORDER

1 - Fiscal Spec.  
1 - Clk. Typ. II  
1 - Clk. I

## ADULT SERVICES

Supervisor  
1 - Libn. III  
1 - Clk. I (p/t)

### MILTON R. ABRAHAMS

1 - Libn. II  
2 - Libn. I  
3 - Lib. Spec.  
1 - Clk. Typ. I  
1 - Clk. (p/t)  
Lib. Pages

### A. V. SORENSEN BRANCH

1 - Libn. II  
1 - Libn. I  
1 - Clk. Typ. I (1/2)  
Lib. Pages

### BENSON BRANCH

1 - Libn. II  
1 - Libn. I  
1 - Lib. Spec. (1/2)  
1 - Clk. Typ. I (1/2)  
Lib. Pages

### FLORENCE BRANCH

1 - Libn. II  
1 - Libn. I  
1 - Clk. Typ. I (1/2)  
Lib. Pages

### MILLARD BRANCH

1 - Libn. II  
2 - Libn. I  
2 - Lib. Spec.  
1 - Clk. Typ. I  
1 - Clk. I (p/t)  
Lib. Pages

## CHILDREN'S SERVICES

Supervisor  
1 - Libn. III

### MAIN LIBRARY CHILDREN'S DEPT.

1 - Lib. Spec.  
1 - Lib. Spec. (1/2)  
Lib. Page

### SOUTH BRANCH

1 - Libn. II  
1 - Libn. I  
1 - Lib. Spec. (1/2)  
1 - Clk. Typ. I (1/2)  
Lib. Pages

### W. CLARKE SWANSON

1 - Libn. II  
3 - Libn. I  
3 - Lib. Spec.  
1 - Clk. Typ. I  
Lib. Pages

### CHARLES B. WASHINGTON

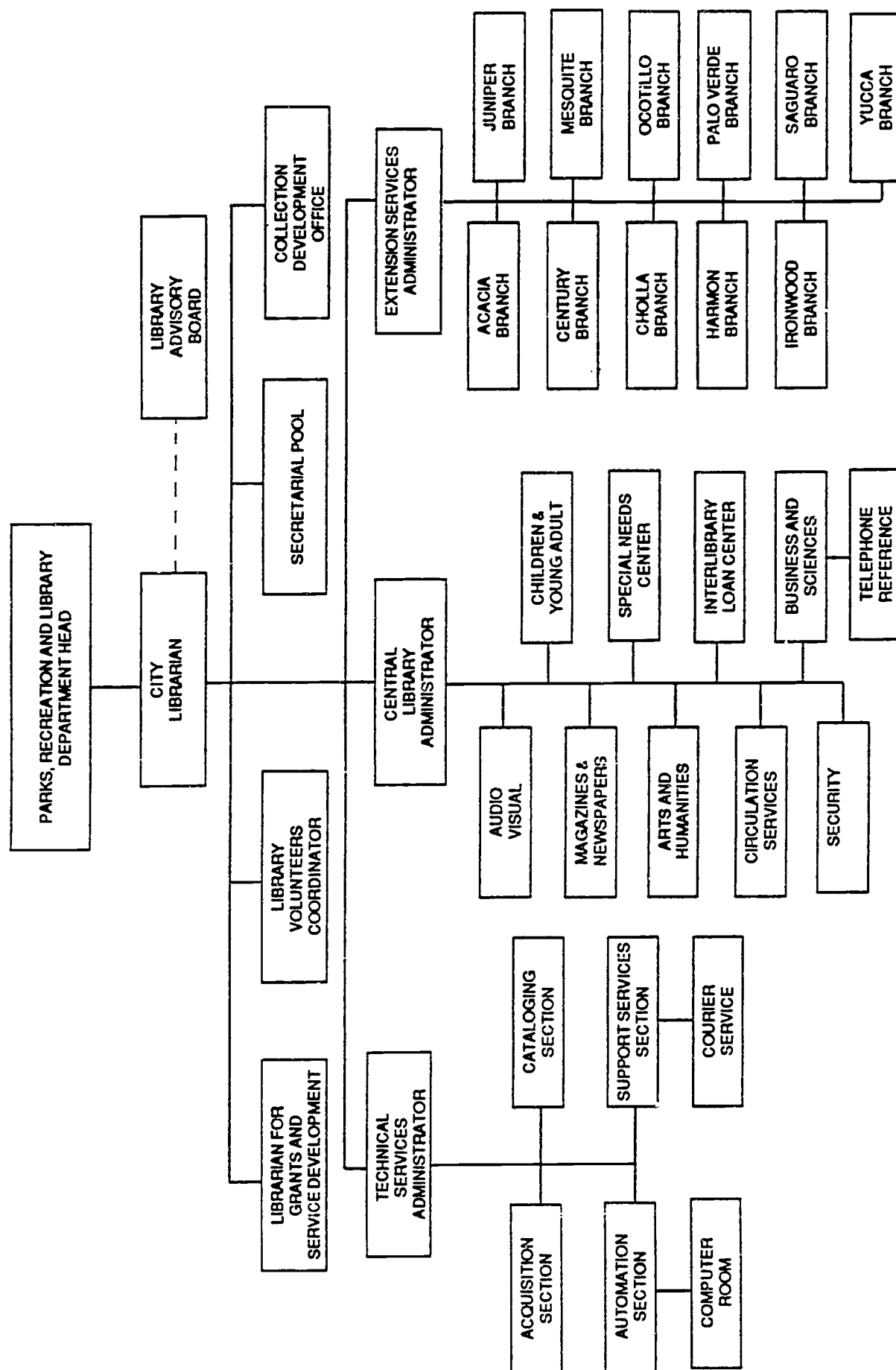
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1 - Lib. Spec.  
1 - Clk. Typ. I  
Lib. Pages

### WILLA CATHER BRANCH

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1 - Libn. I  
2 - Lib. Spec.  
1 - Clk. Typ. I  
Lib. Pages



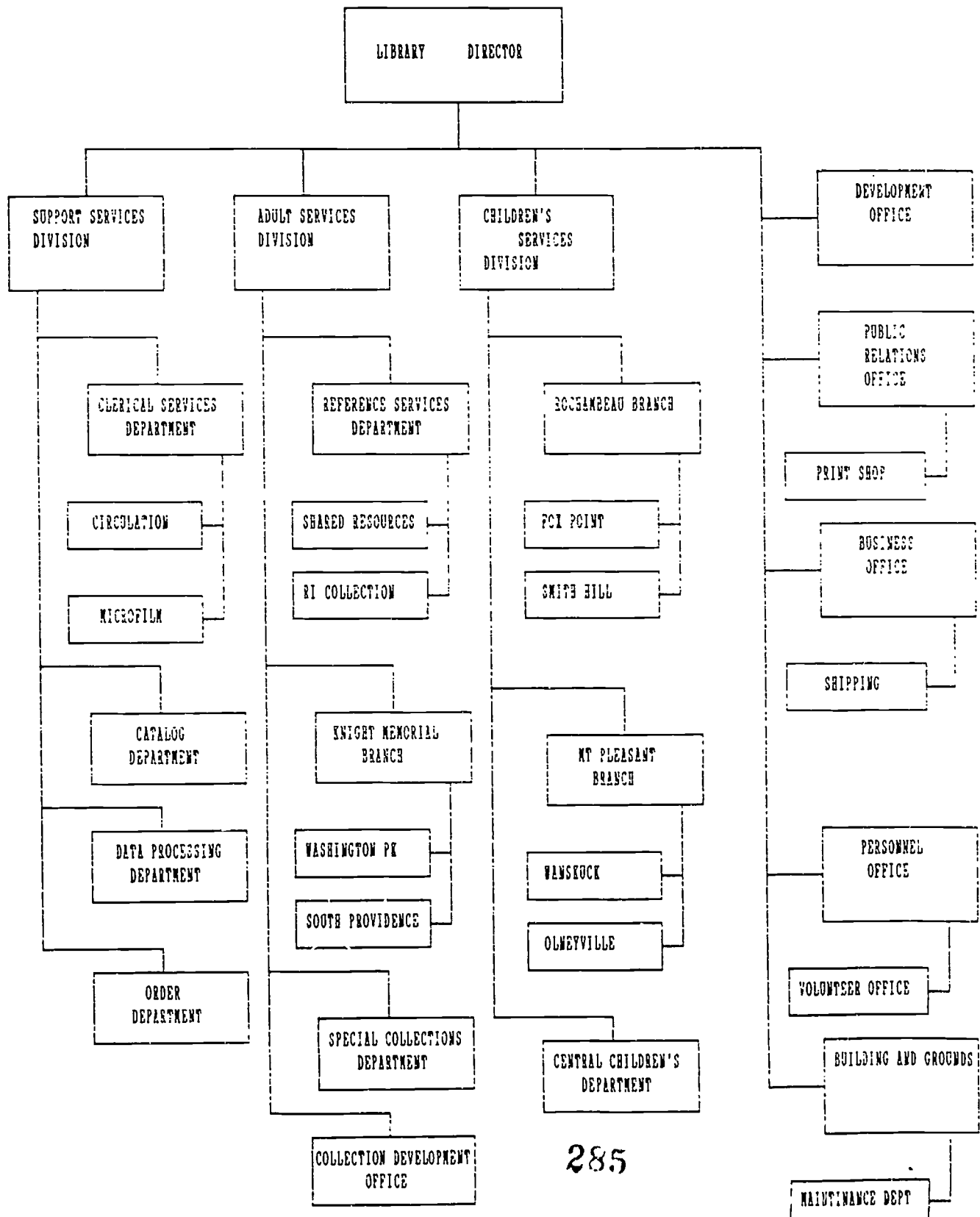
# Phoenix Public Library Organization Chart



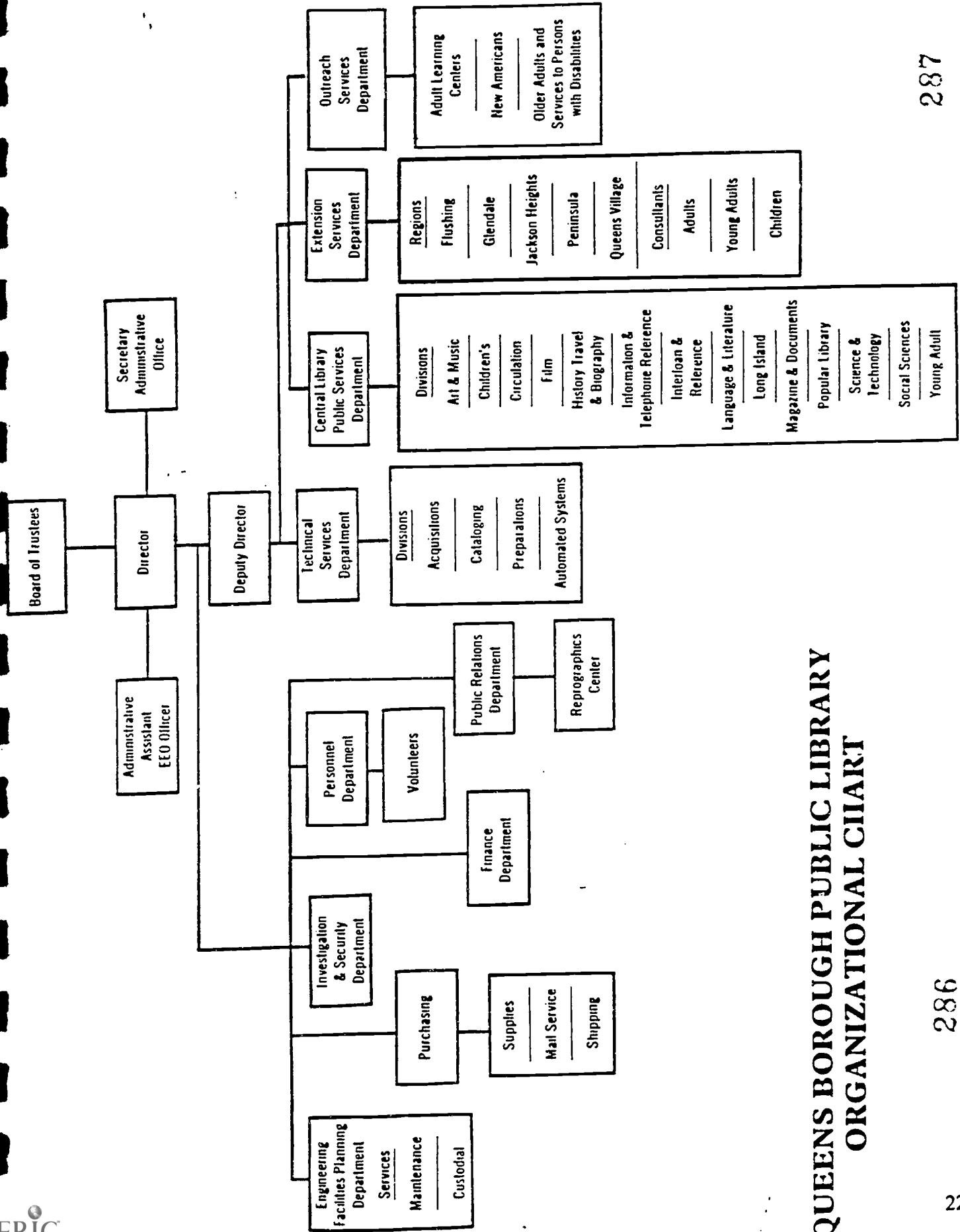


PROVIDENCE PUBLIC LIBRARY

1991-92



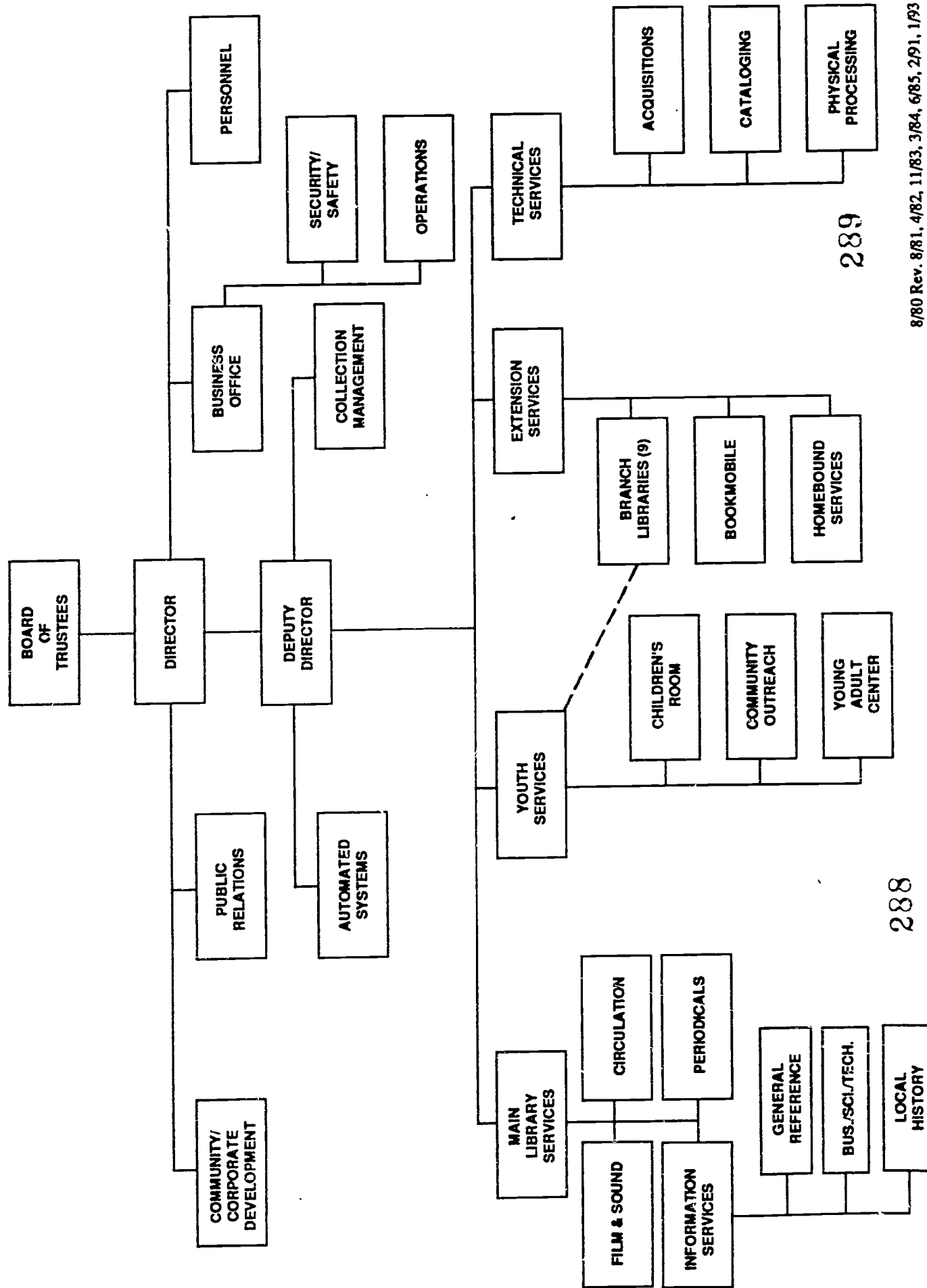




# QUEENS BOROUGH PUBLIC LIBRARY ORGANIZATIONAL CHART

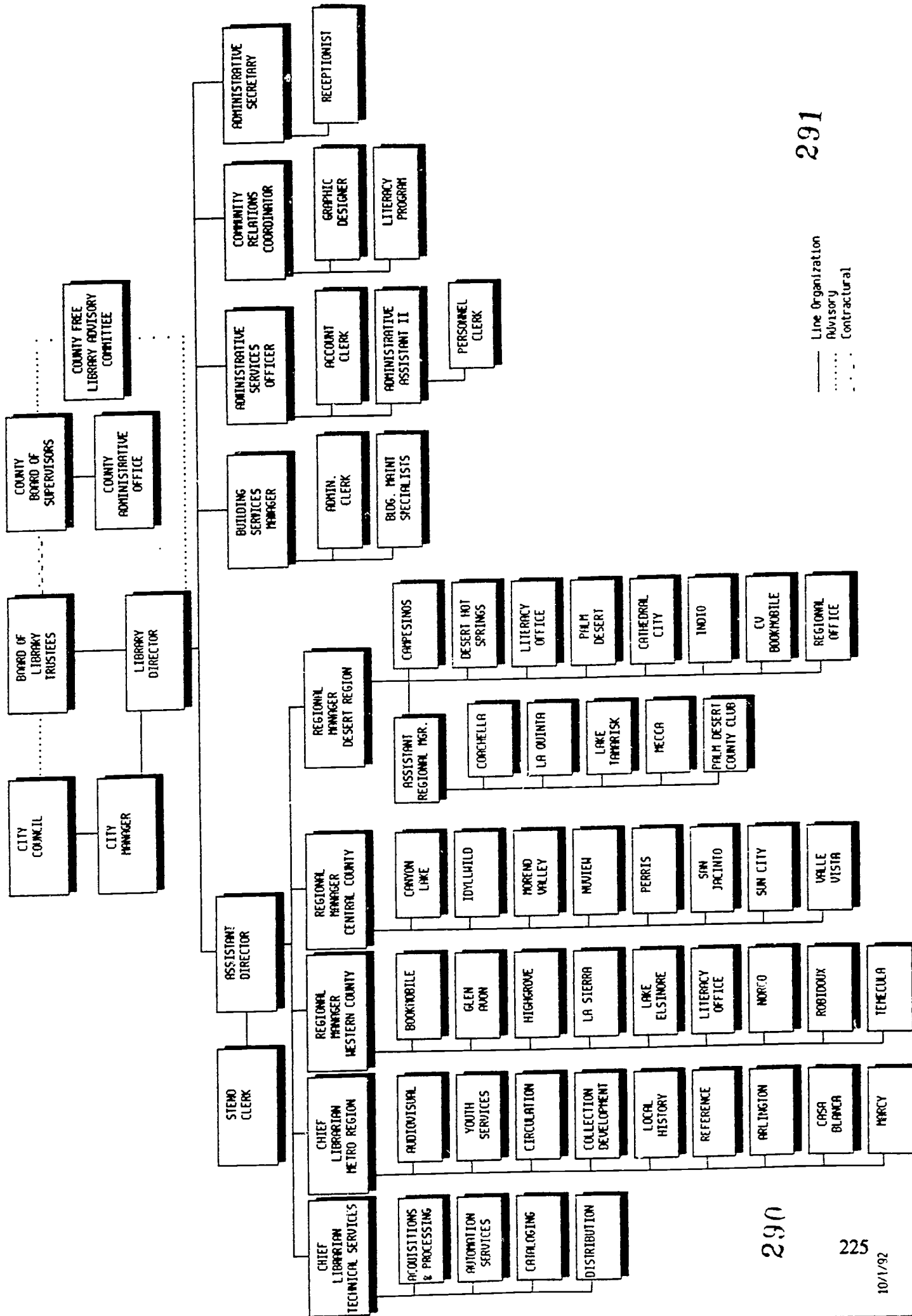


# Richland County Public Library Organizational Chart





# RIVERSIDE CITY & COUNTY PUBLIC LIBRARY ORGANIZATION CHART



291

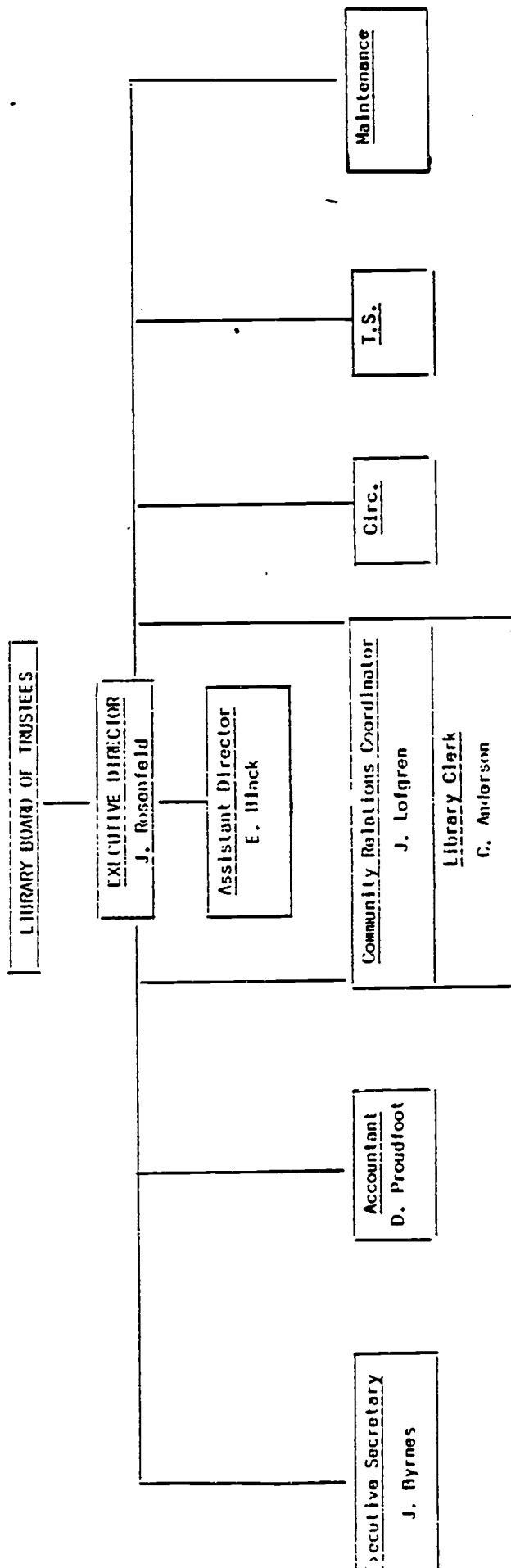
Line Organization  
Advisory  
Contractual

290

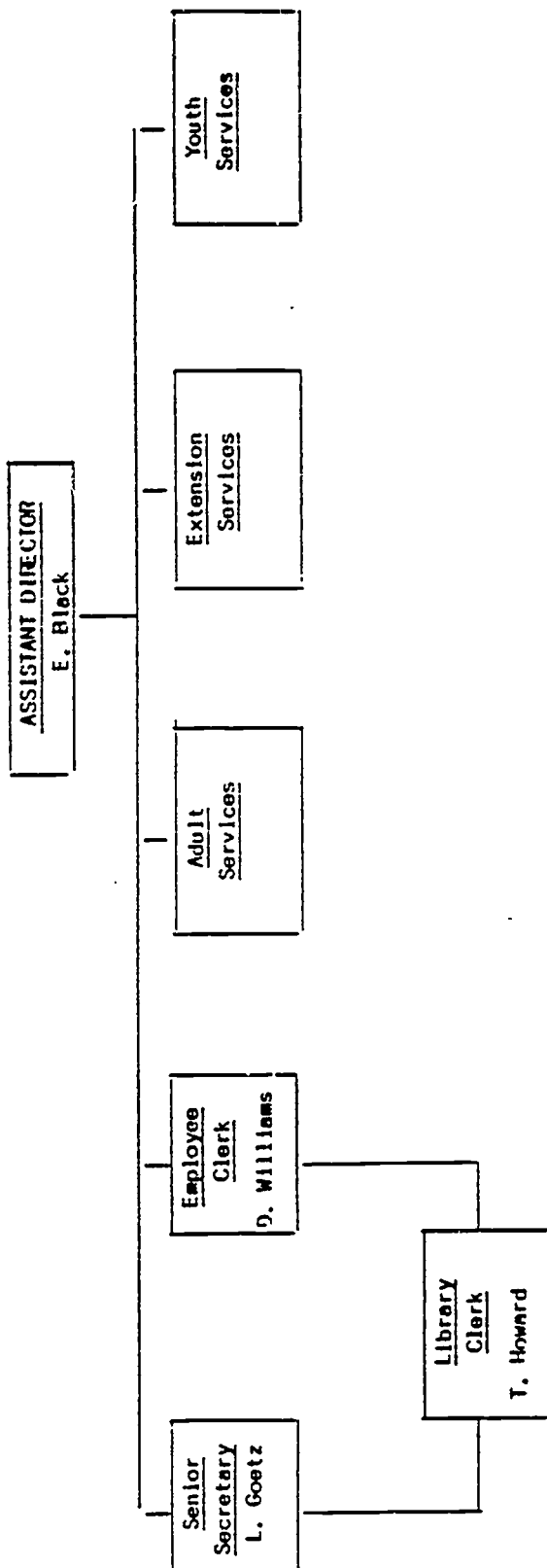
225

10/1/92





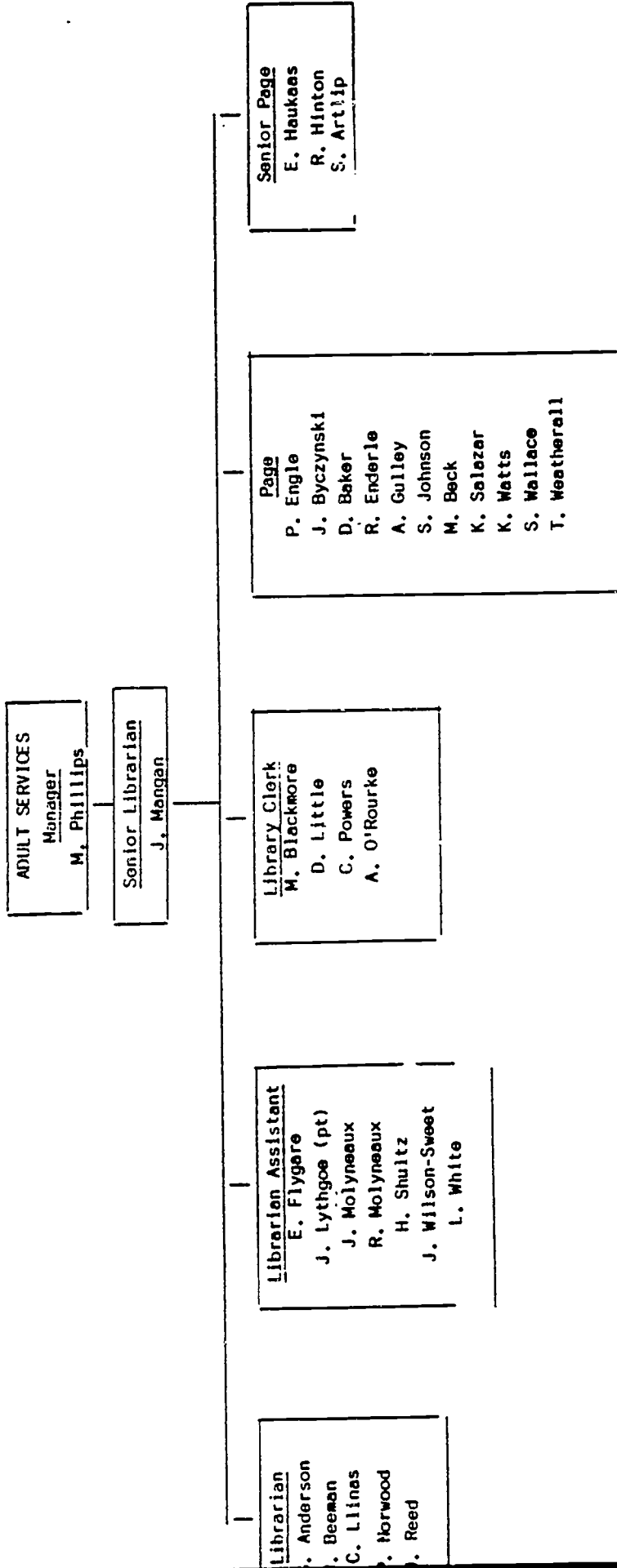




294

295







CIRCULATION SERVICES  
Supervisor of Circulation  
JoAnne Reid

Librarian Assistant  
P. Anderson

Library Clerk

S. Allen (PT)  
E. Powers  
E. Beckum  
J. Bennett  
J. Champlin  
R. Craig  
S. Dean (PT)  
N. Ehrlich (PT)  
M. Frye (PT)  
M. Grættlinger (PT)  
S. Oar (PT)  
D. Cart  
B. Rigsby  
R. Sutherland  
E. Williams

Senior Page

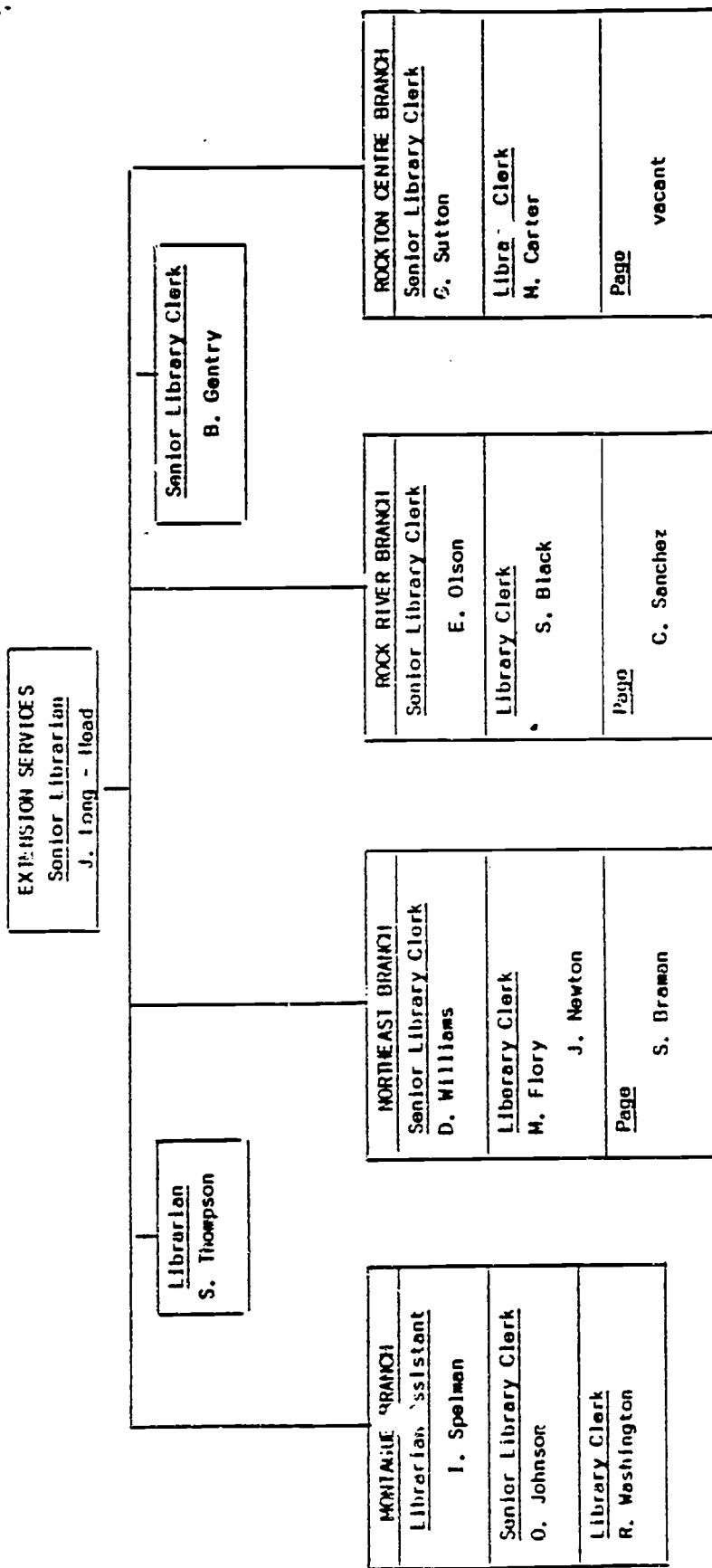
W. Carlson (PT)  
L. Black (PT)

299

298

Rockford Public Library







MAINTENANCE  
Building Maintenance Supervisor  
B. Nelson

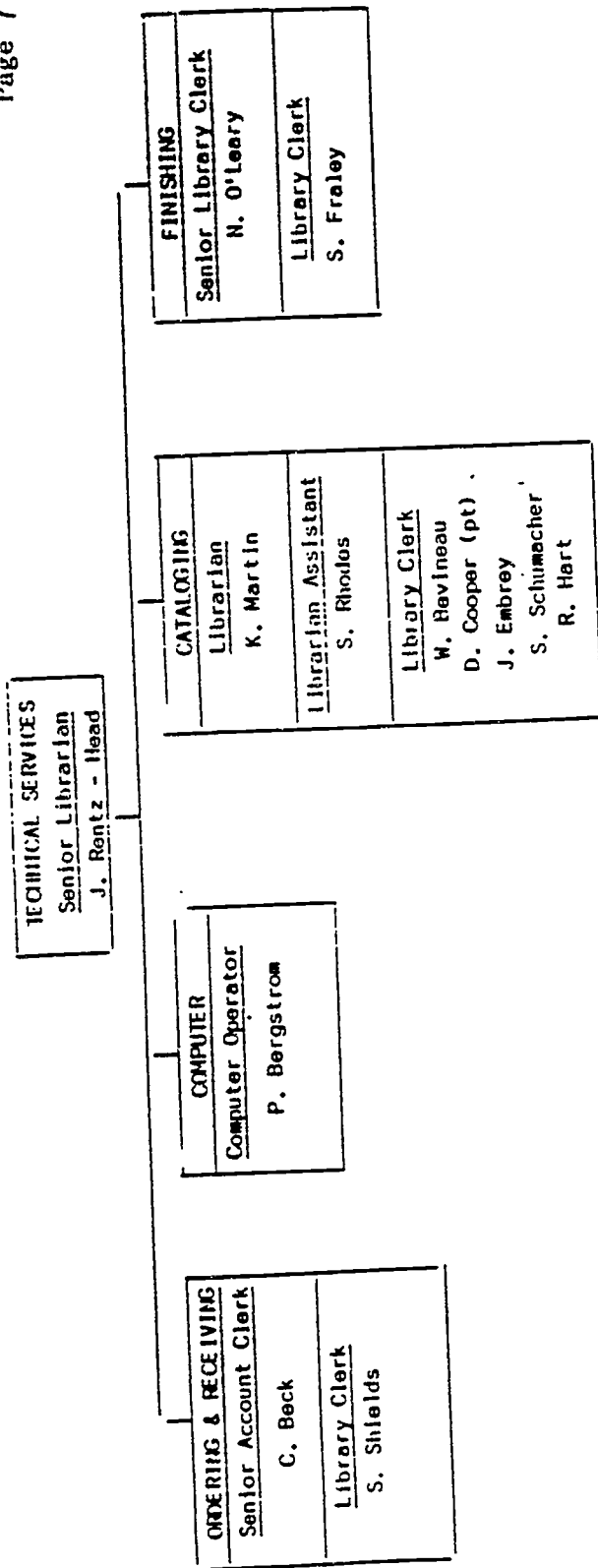
Custodial  
Worker  
J. Andrews  
R. Little  
B. McLin  
L. Stout  
E. Teague

303

302

Rockford Public Library







|  |
|--|
| <p>YOUTH SERVICES</p> <p><u>Senior Librarian</u></p> <p>M. Sarver - Head</p> |
|--|

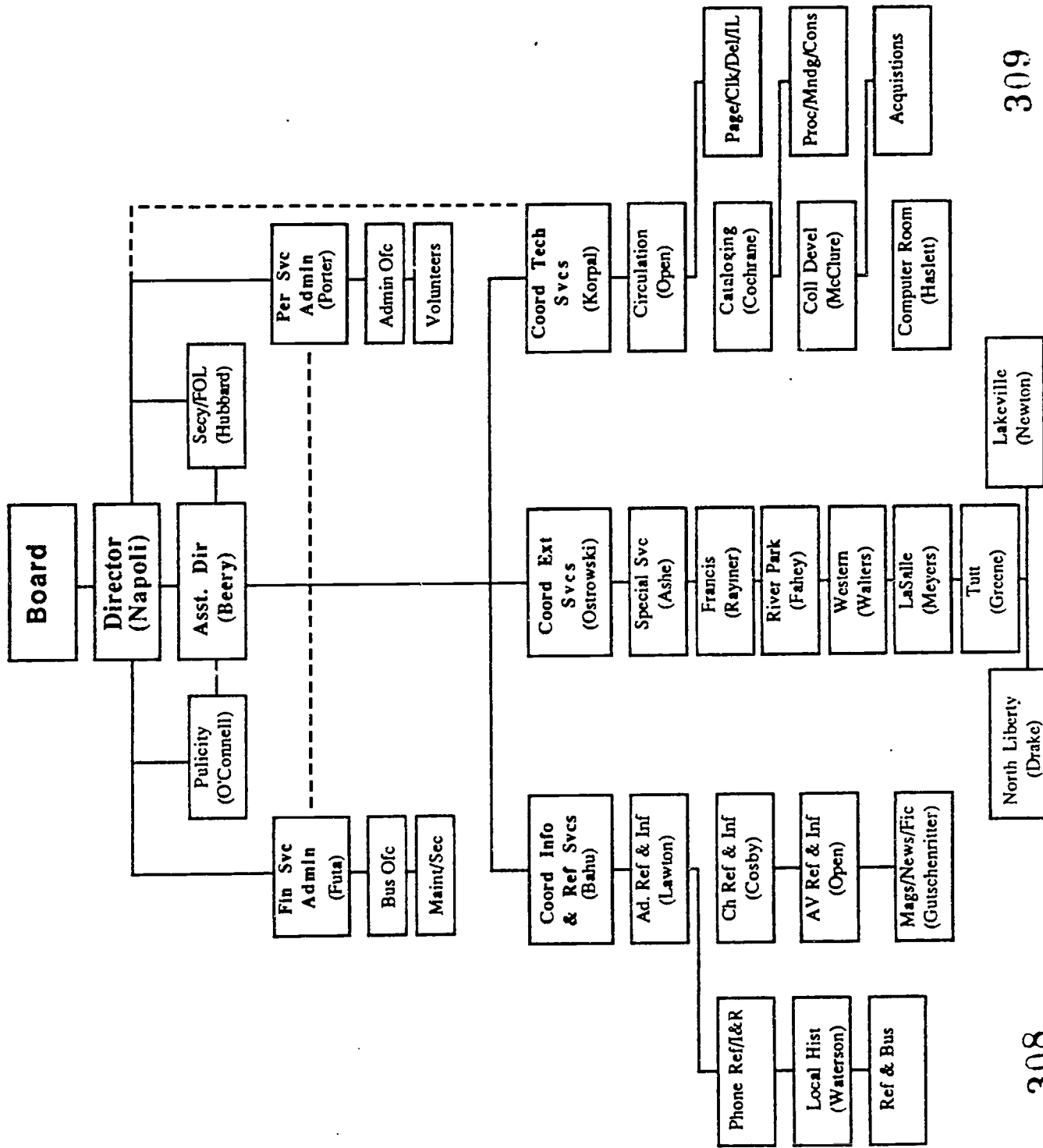
|  |
|--|
| <p><u>Librarian</u></p> <p>vacant</p>  |
| <p><u>Librarian Assistant</u></p> <p>C. Gray</p> <p>L. Hart</p> <p>K. Schultz (pt)</p> |
| <p><u>Library Clerk</u></p> <p>C. Wagner</p>   |
| <p><u>Page</u></p> <p>K. Dally</p> <p>J. Evans</p> <p>D. Ingram</p>                    |

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# Organization Chart - St. Joseph County Public Library

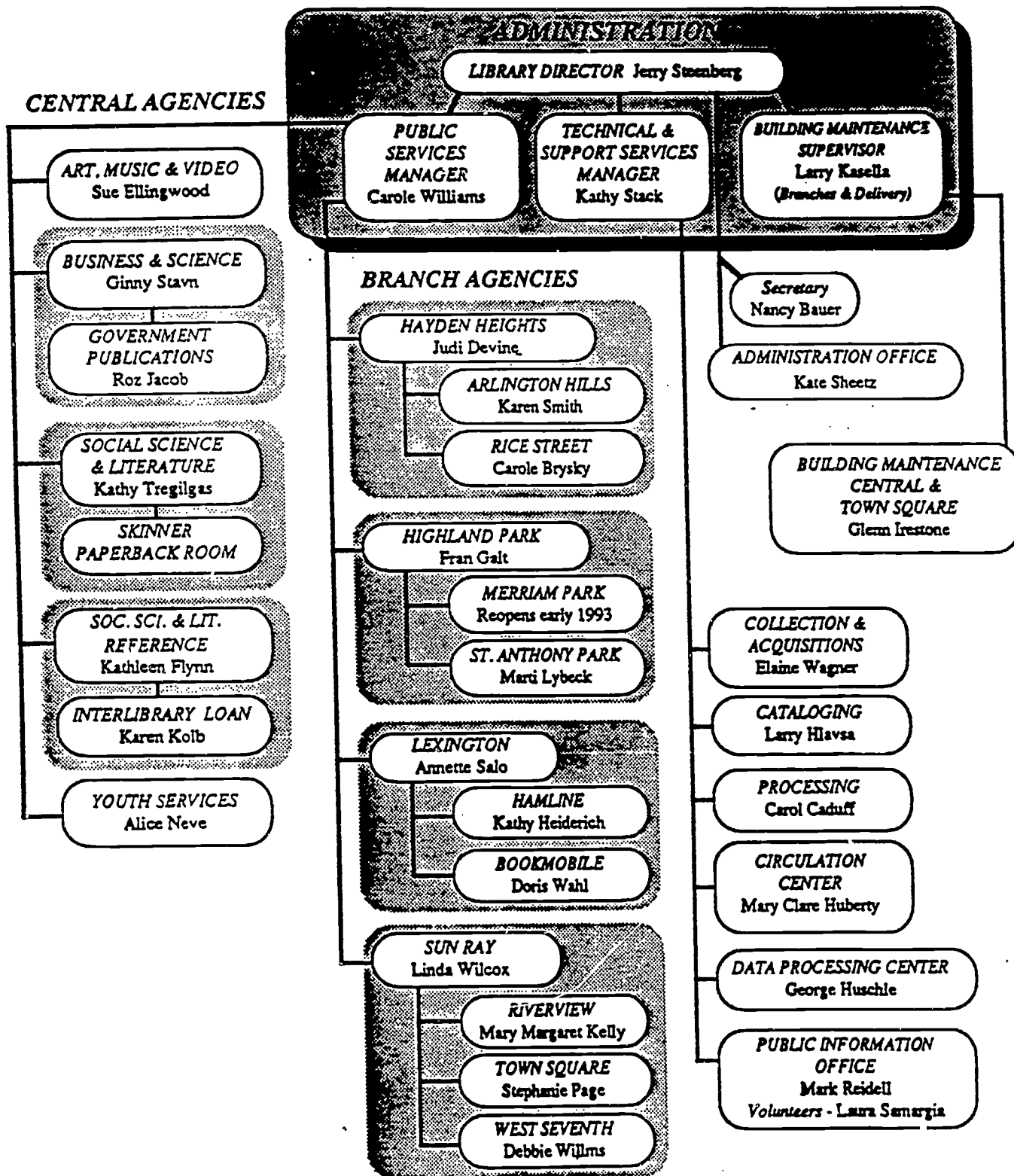




# SAINT PAUL PUBLIC LIBRARY

## Organizational Chart

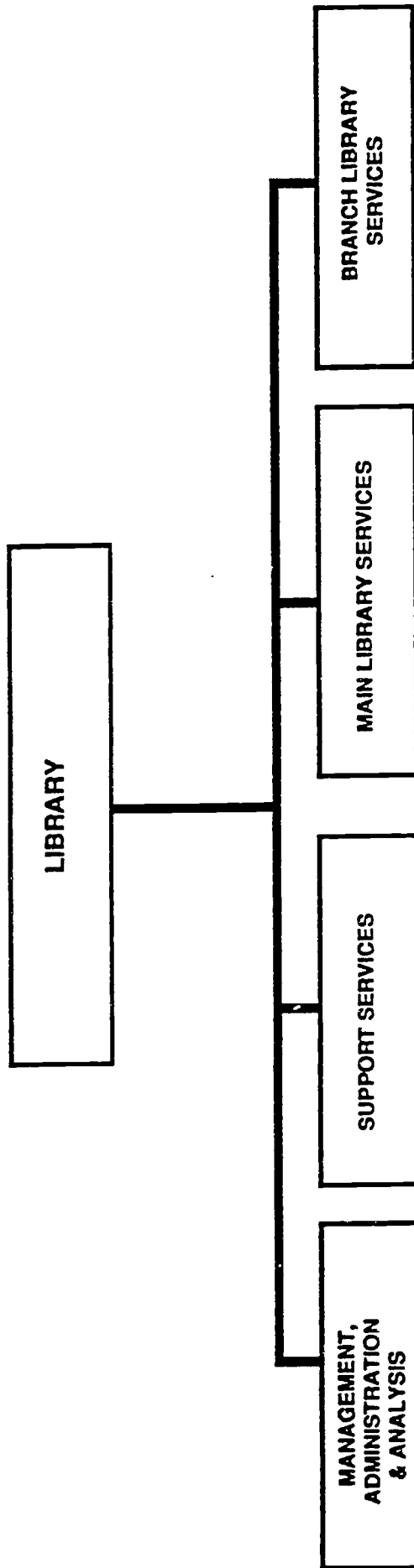
6/16/92





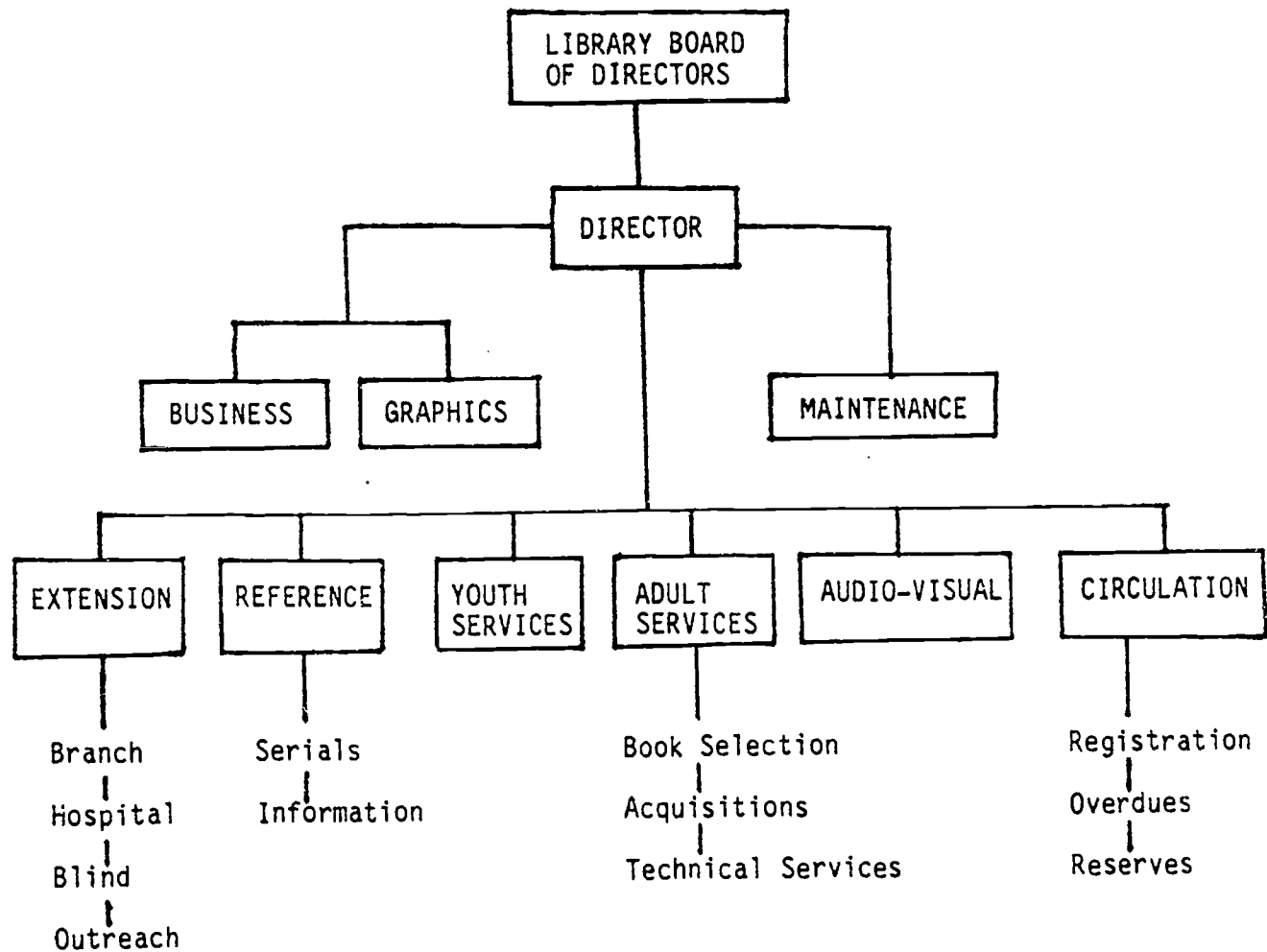
**CITY OF SAN JOSE  
LIBRARY**

*Budget Organization Chart  
May 1993*





Schaumburg Township District Library  
Organization Chart

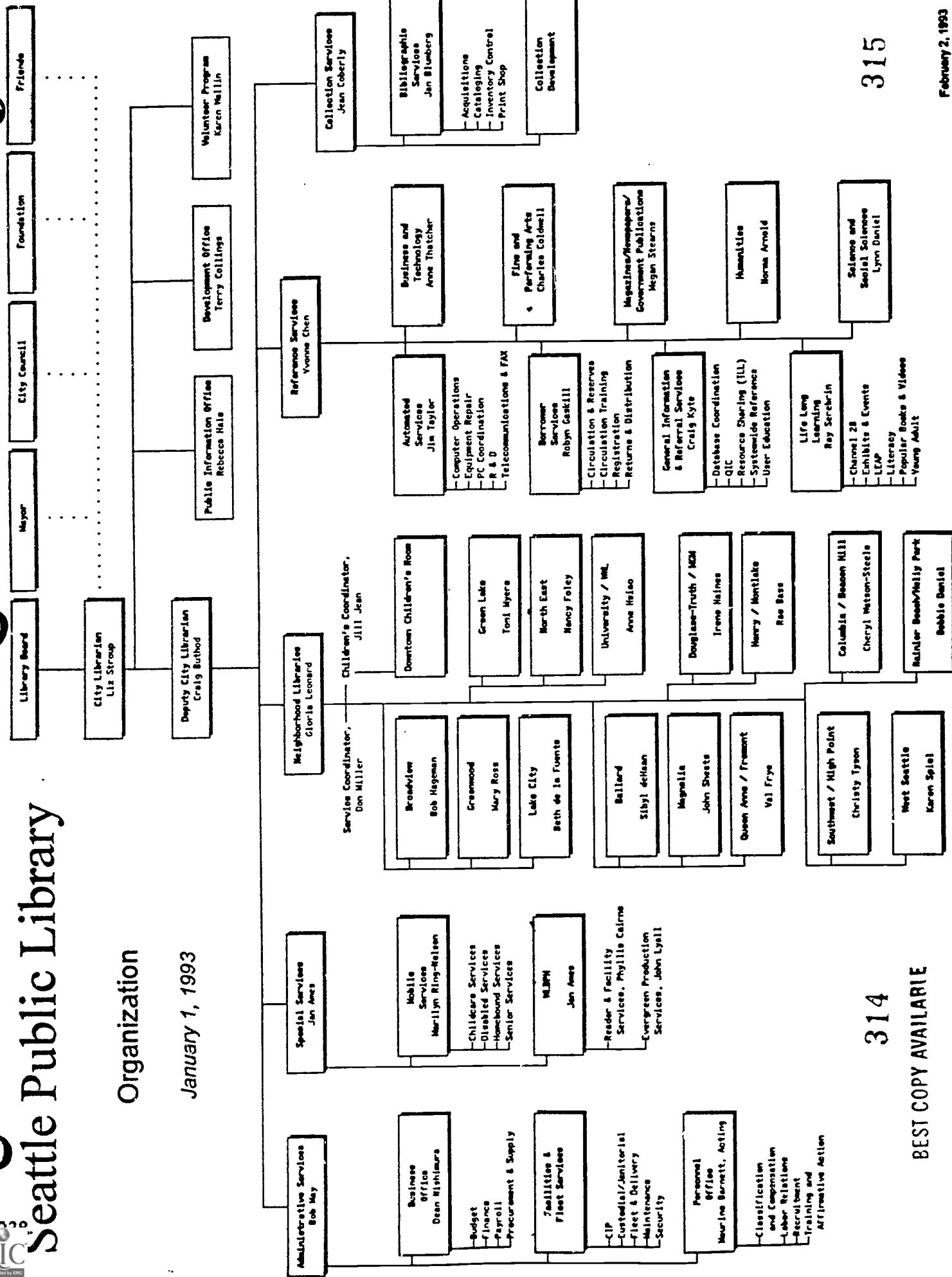


313



## Organization

January 1, 1993



314

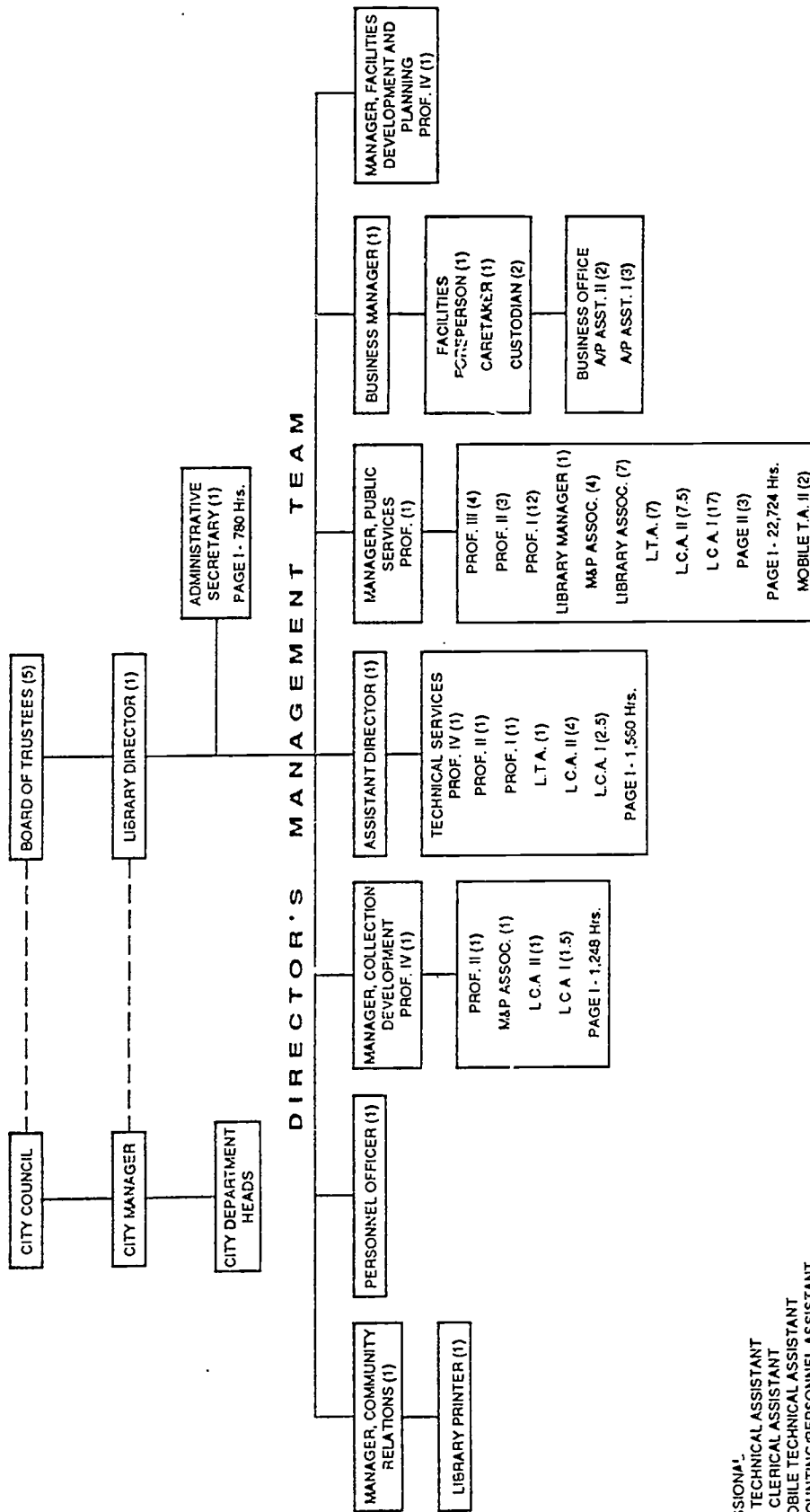
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315

February 2, 1993



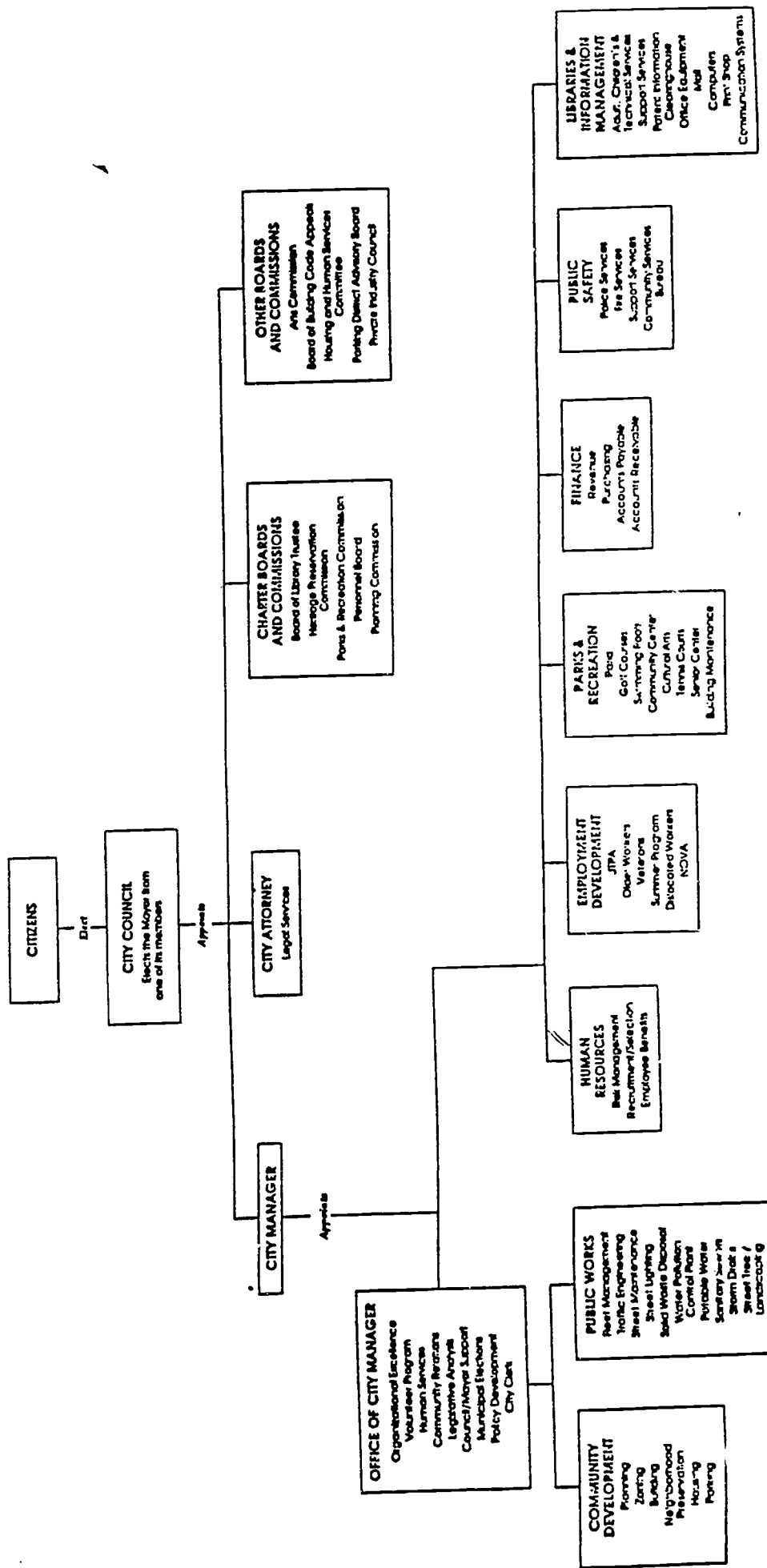
# SPOKANE PUBLIC LIBRARY ORGANIZATION CHART



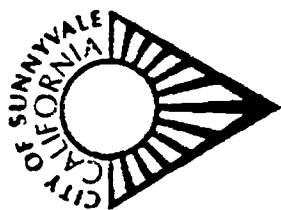
PROF. - PROFESSIONAL  
 L.T.A. - LIBRARY TECHNICAL ASSISTANT  
 L.C.A. - LIBRARY CLERICAL ASSISTANT  
 MOBILE T.A. - MOBILE TECHNICAL ASSISTANT  
 A/P ASST. - ACCOUNTING/PERSONNEL ASSISTANT  
 M&P ASSOC. - MANAGEMENT AND PROFESSIONAL ASSOCIATE



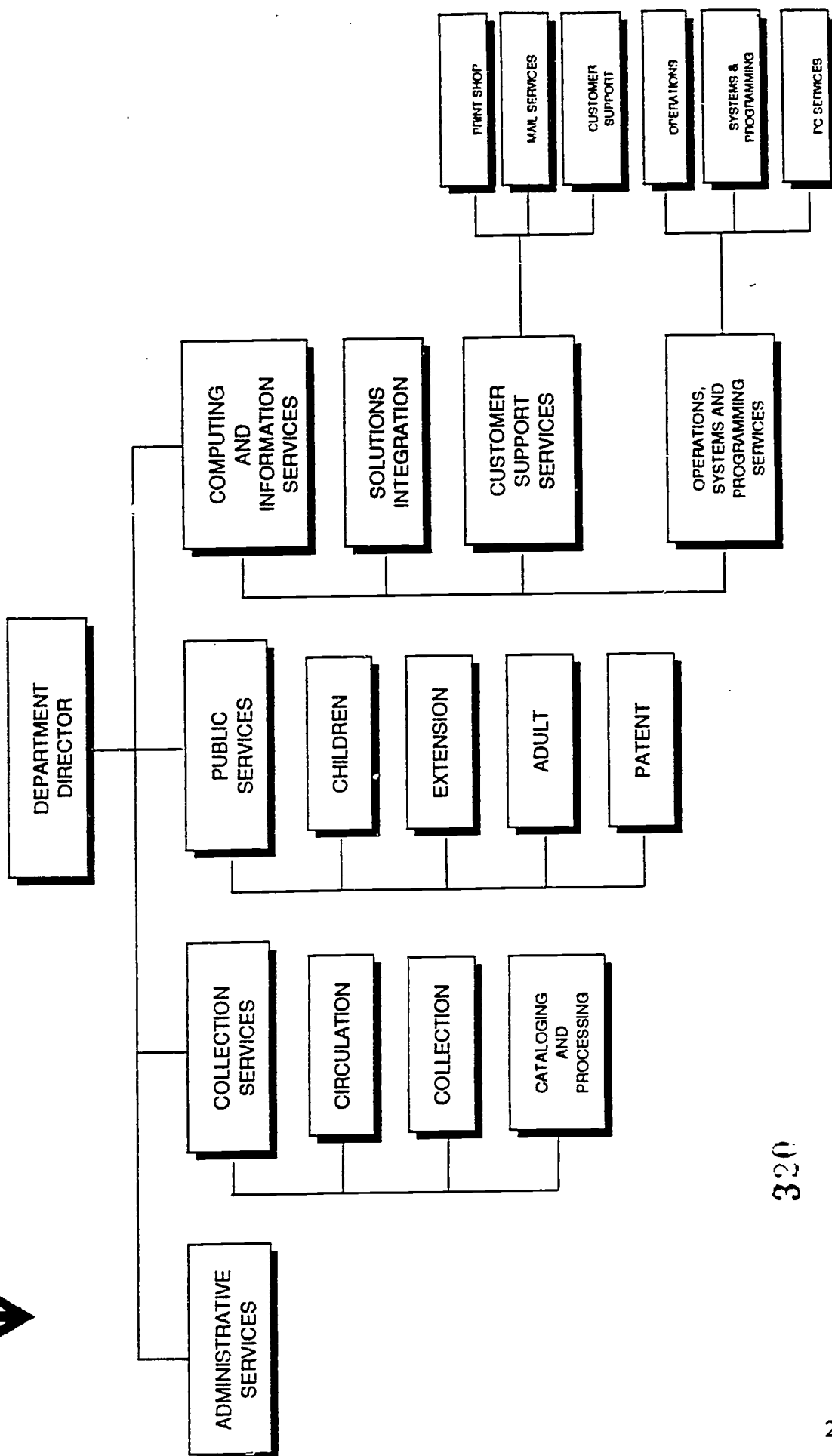
# CITY ORGANIZATION CHART







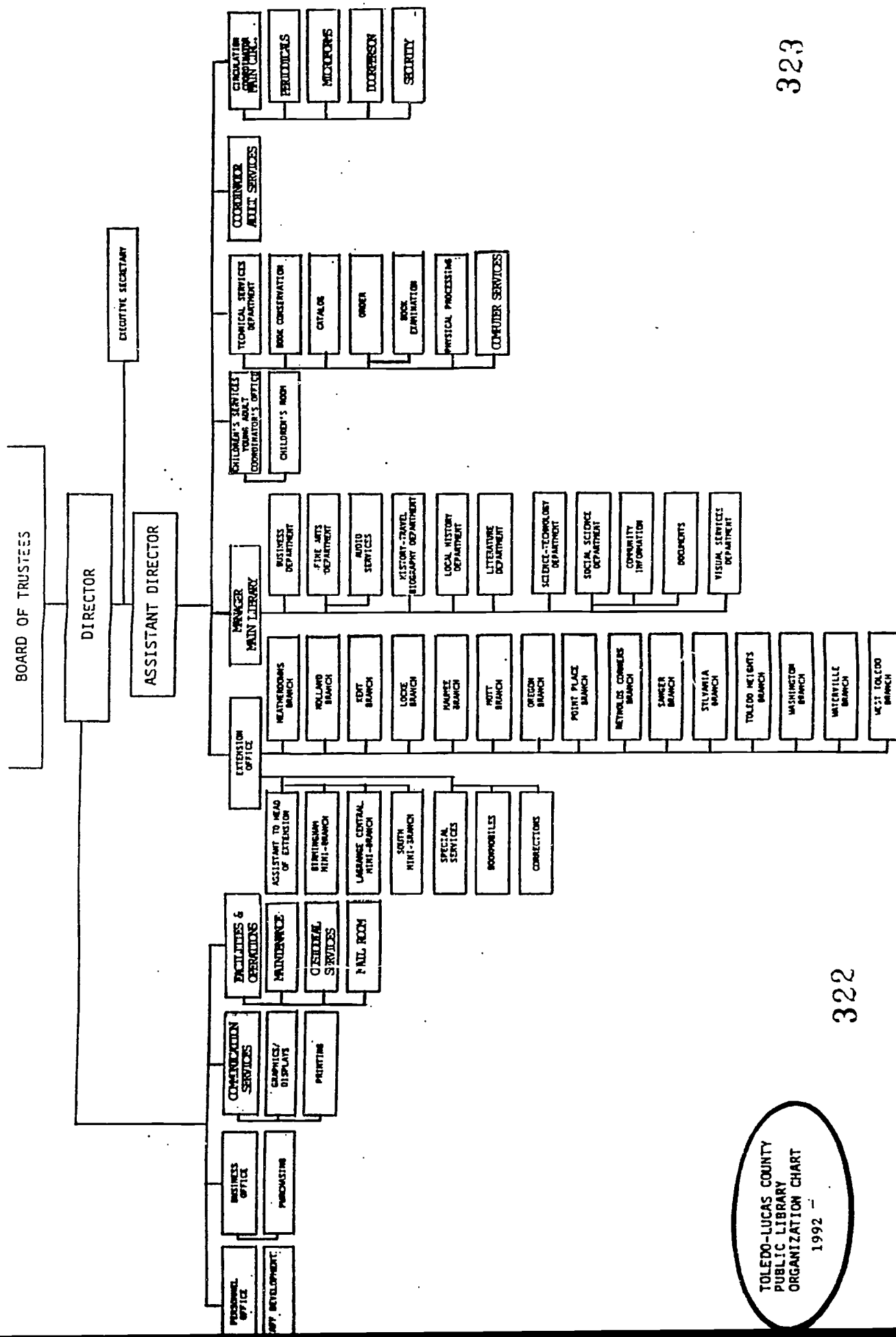
# DEPARTMENT OF LIBRARIES & INFORMATION MANAGEMENT



320

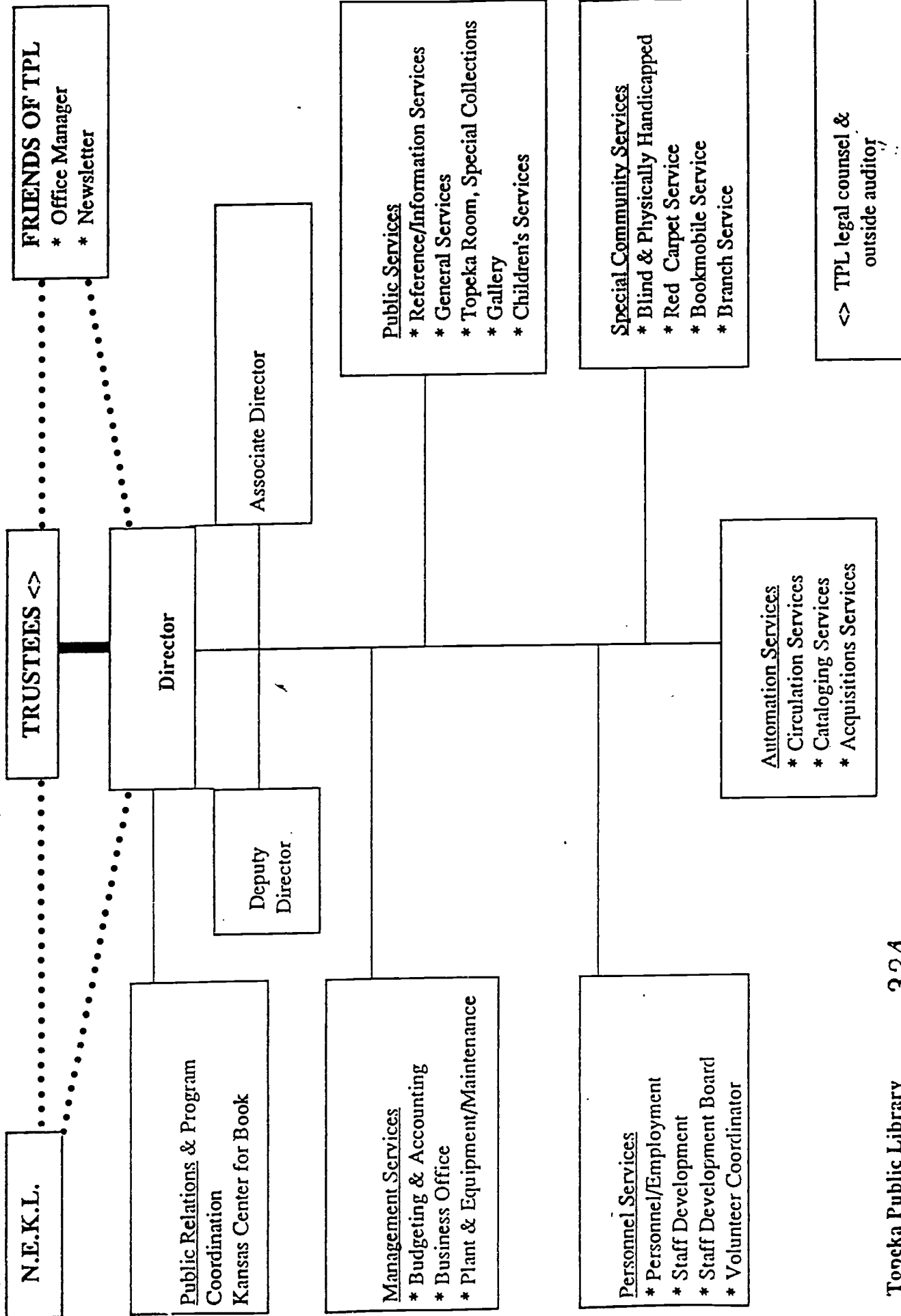
10/92 321





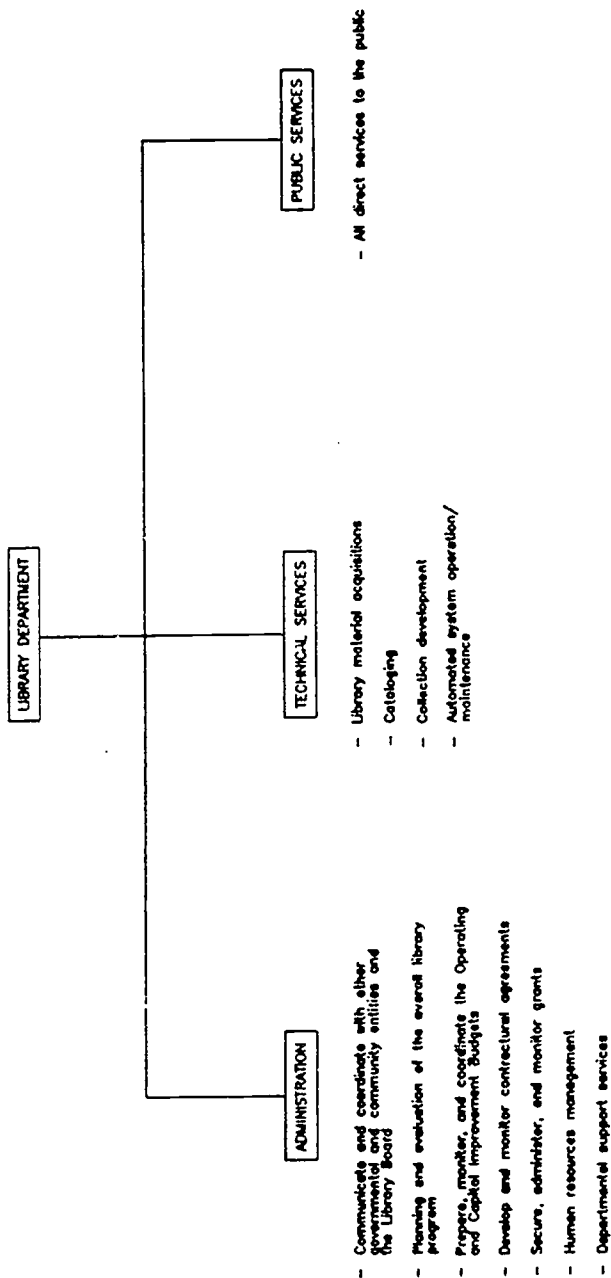
TOLEDO-LUCAS COUNTY  
PUBLIC LIBRARY  
ORGANIZATION CHART  
1992 -







# Tucson-Pima Library



For a complete listing of all the Department's functions by Division, see Administrative Directive 1.06-14. The Department's goals and the objectives of each Division can be found on pages D-79 through D-81 of the City's Adopted Operating Budget.

APPROVED: *[Signature]* DEPARTMENT HEAD  
 REVIEWED: *[Signature]* ASST. DIRECTOR, DEPARTMENT OF BUDGET AND RESEARCH  
 Conforms to Current Year's Adopted Budget.



Tucson-Pima Library

ADMINISTRATIVE SERVICES

TECHNICAL AND PUBLIC SERVICES

| A              | B                            | C                                   | D | E | F                           |
|----------------|------------------------------|-------------------------------------|---|---|-----------------------------|
| ADMINISTRATION | ASSISTANT LIBRARY DIRECTOR   | DEPUTY LIBRARY DIRECTOR             |   |   |                             |
| 136            |                              |                                     |   |   |                             |
| 135            |                              |                                     |   |   |                             |
| 134 D          |                              |                                     |   |   |                             |
| 133            |                              |                                     |   |   |                             |
| 132            |                              |                                     |   |   |                             |
| 131 E          |                              |                                     |   |   |                             |
| 130            |                              |                                     |   |   |                             |
| 129            |                              |                                     |   |   |                             |
| 128            |                              |                                     |   |   |                             |
| 127 F          |                              |                                     |   |   |                             |
| 126            |                              |                                     |   |   |                             |
| 125            |                              |                                     |   |   |                             |
| 124            |                              |                                     |   |   |                             |
| 123            | ADMINISTRATIVE ASSISTANT III | DEPARTMENT PERSONNEL COORDINATOR    |   |   |                             |
| 122            |                              |                                     |   |   |                             |
| 121            |                              |                                     |   |   |                             |
| 120            |                              |                                     |   |   | ADMINISTRATIVE ASSISTANT II |
| 119            |                              |                                     |   |   |                             |
| 118            |                              |                                     |   |   |                             |
| 117            |                              | SECRETARY I - ASST. DEPARTMENT HEAD |   |   |                             |
| 116            |                              |                                     |   |   |                             |
| 115            |                              |                                     |   |   |                             |
| 114            |                              |                                     |   |   | SECRETARY I (2)             |
| 113            |                              |                                     |   |   |                             |
| 112            |                              |                                     |   |   |                             |
| 111            |                              |                                     |   |   |                             |
| 110            |                              |                                     |   |   |                             |
| 109            |                              |                                     |   |   |                             |
| 108            |                              |                                     |   |   |                             |
| 107            |                              |                                     |   |   |                             |
| 106            |                              |                                     |   |   |                             |

\$ Pay for Performance Pay Plan

APPROVED: *[Signature]* DEPARTMENT HEAD

REVIEWED: *[Signature]* ASST. DIRECTOR, DEPARTMENT OF BUDGET AND RESEARCH  
Conforms to Current Year's Adopted Budget.

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## Tucson-Pima Library

| A     | TECHNICAL SERVICES                      | A     |
|-------|---|-------|
| B     |   | B     |
| C     | DEPUTY DIRECTOR &<br>Administration     | C     |
| 136   |   | 136   |
| 135   |   | 135   |
| 134 D |   | D 134 |
| 133   | Cataloging                              | 133   |
| 132   | Computerized/<br>Electronic Services    | 132   |
| 131 E |   | E 131 |
| 130   |   | 130   |
| 129   | MANAGING LIBRARIAN                      | 129   |
| 128   |   | 128   |
| 127 F |   | F 127 |
| 126   | MICRO-PROCESSOR<br>SYSTEMS COORDINATOR  | 126   |
| 125   |   | 125   |
| 124   |   | 124   |
| 123   | SENIOR ELECTRONIC<br>SYSTEMS TECHNICIAN | 123   |
| 122   |   | 122   |
| 121   |   | 121   |
| 120   | LIBRARY TECHNICAL<br>ASSISTANT II       | 120   |
| 119   |   | 119   |
| 118   |   | 118   |
| 117   | LIBRARY TECHNICAL<br>ASSISTANT II (3)   | 117   |
| 116   |   | 116   |
| 115   |   | 115   |
| 114   | LIBRARY TECHNICAL<br>ASSISTANT I (3)    | 114   |
| 113   |   | 113   |
| 112   |   | 112   |
| 111   |   | 111   |
| 110   |   | 110   |
| 109   | GENERAL OFFICE<br>CLERK (2)             | 109   |
| 108   |   | 108   |
| 107   |   | 107   |
| 106   |   | 106   |

\* Pay for Performance Pay Plan

APPROVED:

DEPARTMENT HEAD

REVIEWED: *Medina*  
ASST. DIRECTOR, DEPARTMENT OF BUDGET AND RESEARCH

Conforms to Current Year's Adopted Budget.

3.0

331

B-66



### 4 Pay for Performance Pay Plan

332

**APPROVED**

DEPARTMENT HEAD

REVIEWED: *Alfred Johnson*

**Adopt!**  
Conforms to Current Year's Adopted Budget.

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333 B-67



# Tucson-Pima Library

| A               | B                              | C              | D | E | F |
|-----------------|--------------------------------|----------------|---|---|---|
| PUBLIC SERVICES |                                |                |   |   |   |
|                 | DEPUTY LIBRARY DIRECTOR ±      | Administration |   |   |   |
| 136             |                                |                |   |   |   |
| 135             |                                |                |   |   |   |
| 134 D           | LIBRARY ADMINISTRATOR ±        |                |   |   |   |
| 133             |                                |                |   |   |   |
| 132             | East Region                    | Wilma          |   |   |   |
| 131 E           |                                |                |   |   |   |
| 130             |                                |                |   |   |   |
| 129             |                                |                |   |   |   |
| 128             |                                |                |   |   |   |
| 127 F           |                                |                |   |   |   |
| 126             |                                |                |   |   |   |
| 125             |                                |                |   |   |   |
| 124             |                                |                |   |   |   |
| 123             | LIBRARIAN (2.5)                |                |   |   |   |
| 122             |                                |                |   |   |   |
| 121             |                                |                |   |   |   |
| 120             |                                |                |   |   |   |
| 119             |                                |                |   |   |   |
| 118             |                                |                |   |   |   |
| 117             | LIBRARY TECHNICAL ASSISTANT II |                |   |   |   |
| 116             |                                |                |   |   |   |
| 115             |                                |                |   |   |   |
| 114             |                                |                |   |   |   |
| 113             |                                |                |   |   |   |
| 112             |                                |                |   |   |   |
| 111             |                                |                |   |   |   |
| 110             |                                |                |   |   |   |
| 109             |                                |                |   |   |   |
| 108             |                                |                |   |   |   |
| 107             |                                |                |   |   |   |
| 106             |                                |                |   |   |   |

± Pay for Performance Pay Plan

334

APPROVED: *[Signature]*  
 REVIEWED: *[Signature]*  
 ASST. DIRECTOR, DEPARTMENT OF BUDGET AND RESEARCH  
 Conforms to Current Year's Adopted Budget.

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B-68



| A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | AA | AB | AC | AD | AE | AF | AG | AH | AI | AJ | AK | AL | AM | AN | AO | AP | AQ | AR | AS | AT | AU | AV | AW | AX | AY | AZ | BA | BB | BC | BD | BE | BF | BG | BH | BI | BJ | BK | BL | BM | BN | BO | BP | BQ | BR | BS | BT | BU | BV | BW | BX | BY | BZ | CA | CB | CC | CD | CE | CF | CG | CH | CI | CJ | CK | CL | CM | CN | CO | CP | CQ | CR | CS | CT | CU | CV | CW | CX | CY | CZ | DA | DB | DC | DD | DE | DF | DG | DH | DI | DJ | DK | DL | DM | DN | DO | DP | DQ | DR | DS | DT | DU | DV | DW | DX | DY | DZ | EA | EB | EC | ED | EE | EF | EG | EH | EI | EJ | EK | EL | EM | EN | EO | EP | EQ | ER | ES | ET | EU | EV | EW | EX | EY | EZ | FA | FB | FC | FD | FE | FF | FG | FH | FI | FJ | FK | FL | FM | FN | FO | FP | FQ | FR | FS | FT | FU | FV | FW | FX | FY | FZ | GA | GB | GC | GD | GE | GF | GG | GH | GI | GJ | GK | GL | GM | GN | GO | GP | GQ | GR | GS | GT | GU | GV | GW | GX | GY | GZ | HA | HB | HC | HD | HE | HF | HG | HH | HI | HJ | HK | HL | HM | HN | HO | HP | HQ | HR | HS | HT | HU | HV | HW | HX | HY | HZ | IA | IB | IC | ID | IE | IF | IG | IH | II | IJ | IK | IL | IM | IN | IO | IP | IQ | IR | IS | IT | IU | IV | IW | IX | IY | IZ | JA | JB | JC | JD | JE | JF | JG | JH | JI | IJ | JK | KL | KM | KN | KO | KP | KQ | KR | KS | KT | KU | KV | KW | KX | KY | KZ | LA | LB | LC | LD | LE | LF | LG | LH | LI | LJ | LK | LL | LM | LN | LO | LP | LQ | LR | LS | LT | LU | LV | LW | LX | LY | LZ | MA | MB | MC | MD | ME | MF | MG | MH | MI | MJ | MK | ML | MM | MN | MO | MP | MQ | MR | MS | MT | MU | MV | MW | MX | MY | MZ | NA | NB | NC | ND | NE | NF | NG | NH | NI | NJ | NK | NL | NM | NN | NO | NP | NQ | NR | NS | NT | NU | NV | NW | NX | NY | NZ | OA | OB | OC | OD | OE | OF | OG | OH | OI | OJ | OK | OL | OM | ON | OO | OP | OQ | OR | OS | OT | OU | OV | OW | OX | OY | OZ | PA | PB | PC | PD | PE | PF | PG | PH | PI | PJ | PK | PL | PM | PN | PO | PP | PQ | PR | PS | PT | PU | PV | PW | PX | PY | PZ | QA | QB | QC | QD | QE | QF | QG | QH | QI | QJ | QK | QL | QM | QN | QO | QP | QQ | QR | QS | QT | QU | QV | QW | QX | QY | QZ | RA | RB | RC | RD | RE | RF | RG | RH | RI | RJ | RK | RL | RM | RN | RO | RP | RQ | RR | RS | RT | RU | RV | RW | RX | RY | RZ | SA | SB | SC | SD | SE | SF | SG | SH | SI | SJ | SK | SL | SM | SN | SO | SP | SQ | SR | SS | ST | SU | SV | SW | SX | SY | SZ | TA | TB | TC | TD | TE | TF | TG | TH | TI | TJ | TK | TL | TM | TN | TO | TP | TQ | TR | TS | TT | TU | TV | TW | TX | TY | TZ | UA | UB | UC | UD | UE | UF | UG | UH | UI | UJ | UK | UL | UM | UN | UO | UP | UQ | UR | US | UT | UU | UV | UW | UX | UY | UZ | VA | VB | VC | VD | VE | VF | VG | VH | VI | VJ | VK | VL | VM | VN | VO | VP | VQ | VR | VS | VT | VU | VV | VW | VX | VY | VZ | WA | WB | WC | WD | WE | WF | WG | WH | WI | WJ | WK | WL | WM | WN | WO | WP | WQ | WR | WS | WT | WU | WV | WW | WX | WY | WZ | XA | XB | XC | XD | XE | XF | XG | XH | XI | XJ | XK | XL | XM | XN | XO | XP | XQ | XR | XS | XT | XU | XV | XW | XX | XY | XZ | YA | YB | YC | YD | YE | YF | YG | YH | YI | YJ | YK | YL | YM | YN | YO | YP | YQ | YR | YS | YT | YU | YV | YW | YX | YY | YZ | ZA | ZB | ZC | ZD | ZE | ZF | ZG | ZH | ZI | ZJ | ZK | ZL | ZM | ZN | ZO | ZP | ZQ | ZR | ZS | ZT | ZU | ZV | ZW | ZX | ZY | ZZ | AA | AB | AC |
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333

**APPROVED:**

DEPARTMENT HEAD

REVIEWED: *Adrian*  
DIRECTOR, DEPARTMENT OF BUDGET AND RESEARCH

**APOL.** CONCORDIA, DES ARMEES CH.  
Conforme to Current Year's Allocated Budget.



**Pay or Performance Pay Plan**

333

**APPROVED:**

DEPARTMENT HEAD

REVIEWED:

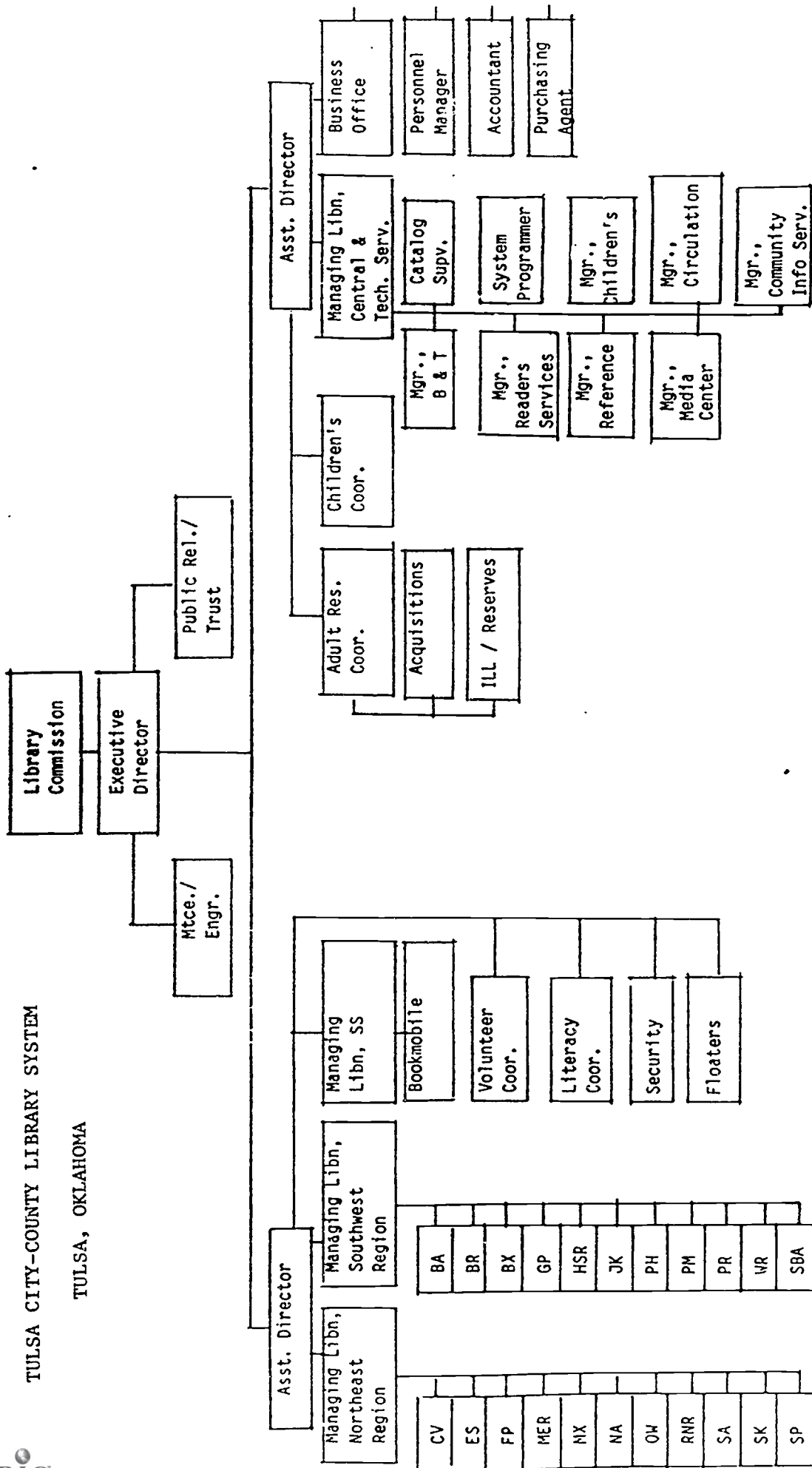
ED: / Noel Johnson  
DIRECTOR, DEPARTMENT OF BUDGET AND RESEARCH

**Answer:** Confirms to Current Year's Adopted Budget.



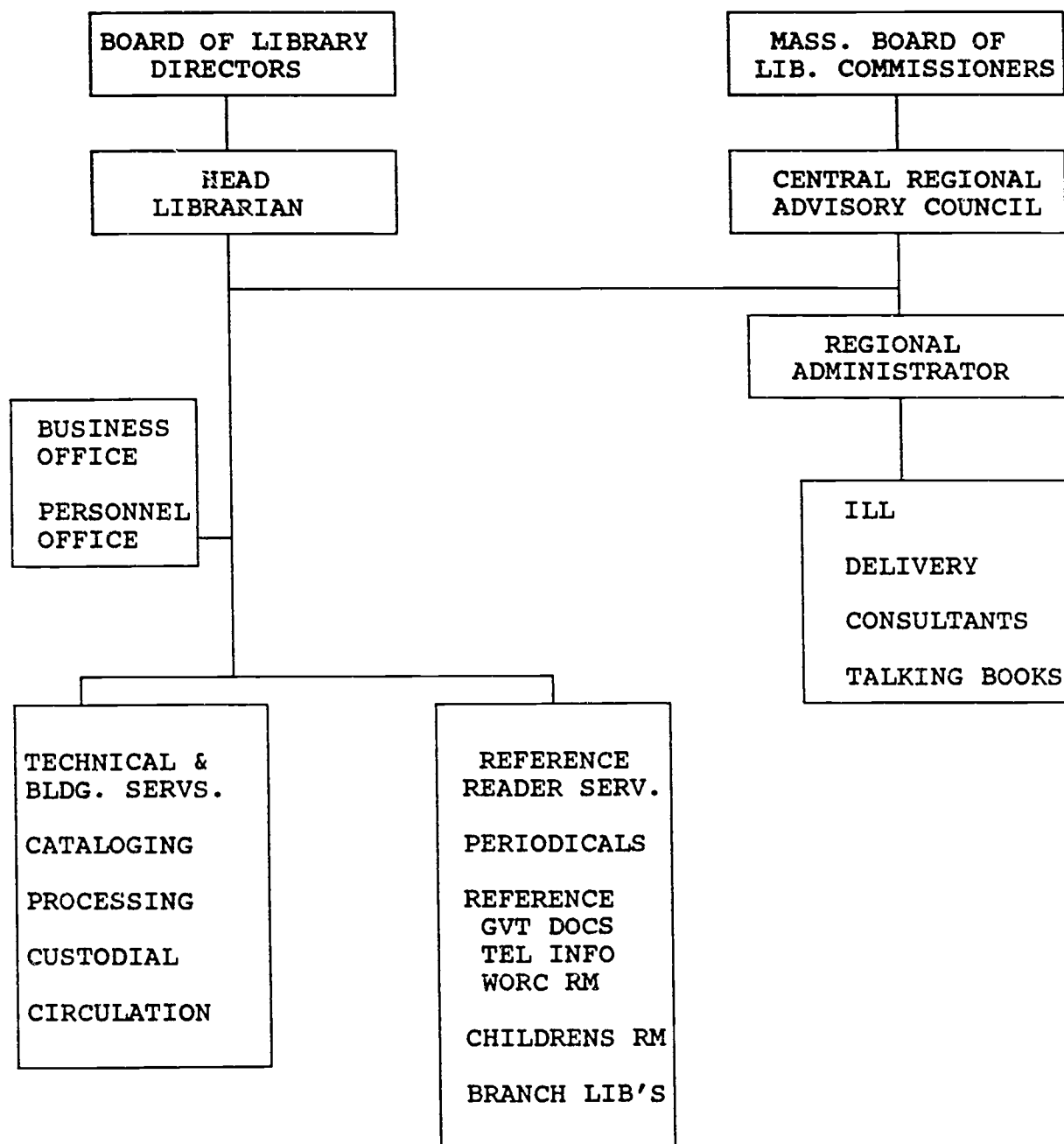
TULSA CITY-COUNTY LIBRARY SYSTEM

TULSA, OKLAHOMA





WORCESTER PUBLIC LIBRARY  
ORGANIZATIONAL STRUCTURE  
JUNE 1993

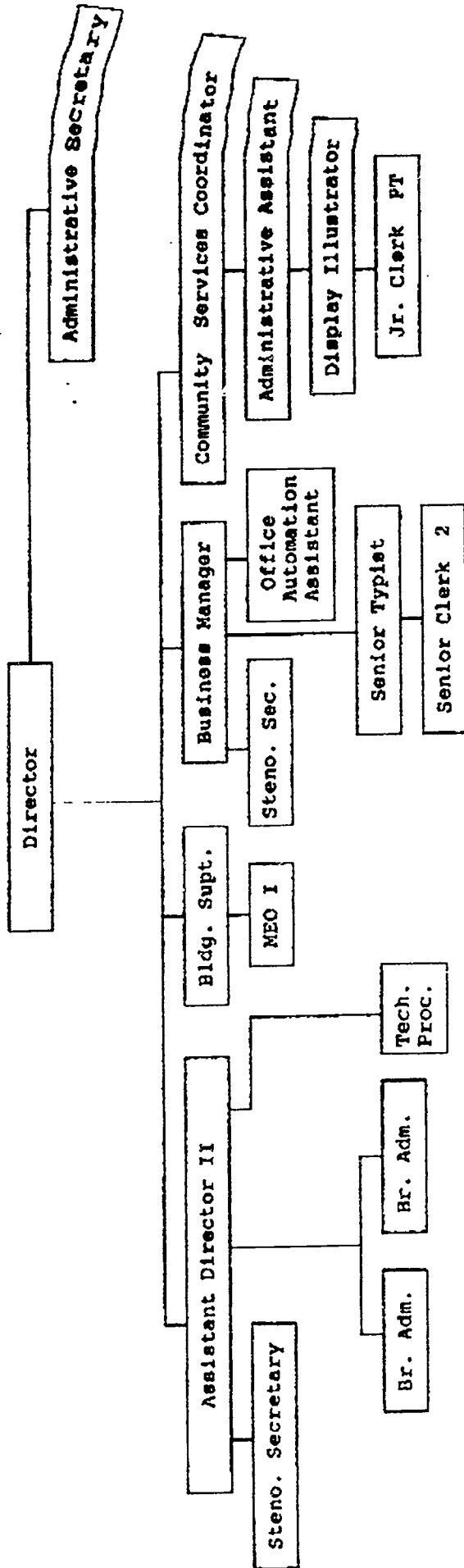




YONKERS PUBLIC LIBRARY

Organization Chart - 1992/93

030 014 7410 1000 - Administration



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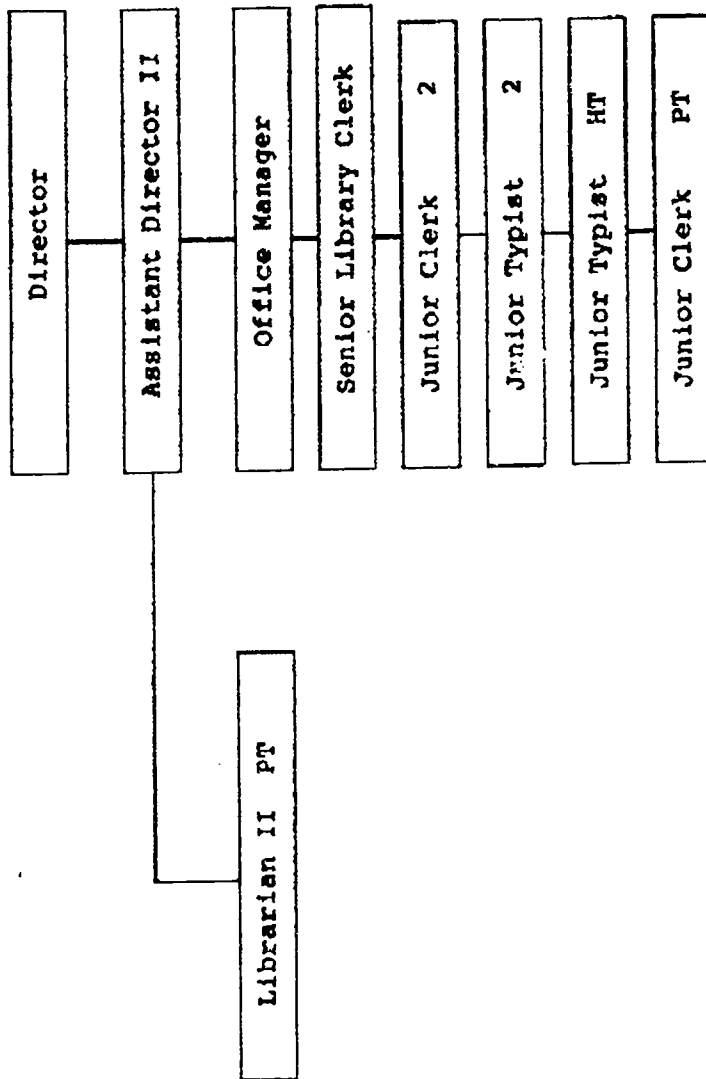
344



YONKERS PUBLIC LIBRARY

Organization Chart - 1992/93

030 014 7411 2000 - Technical Processing

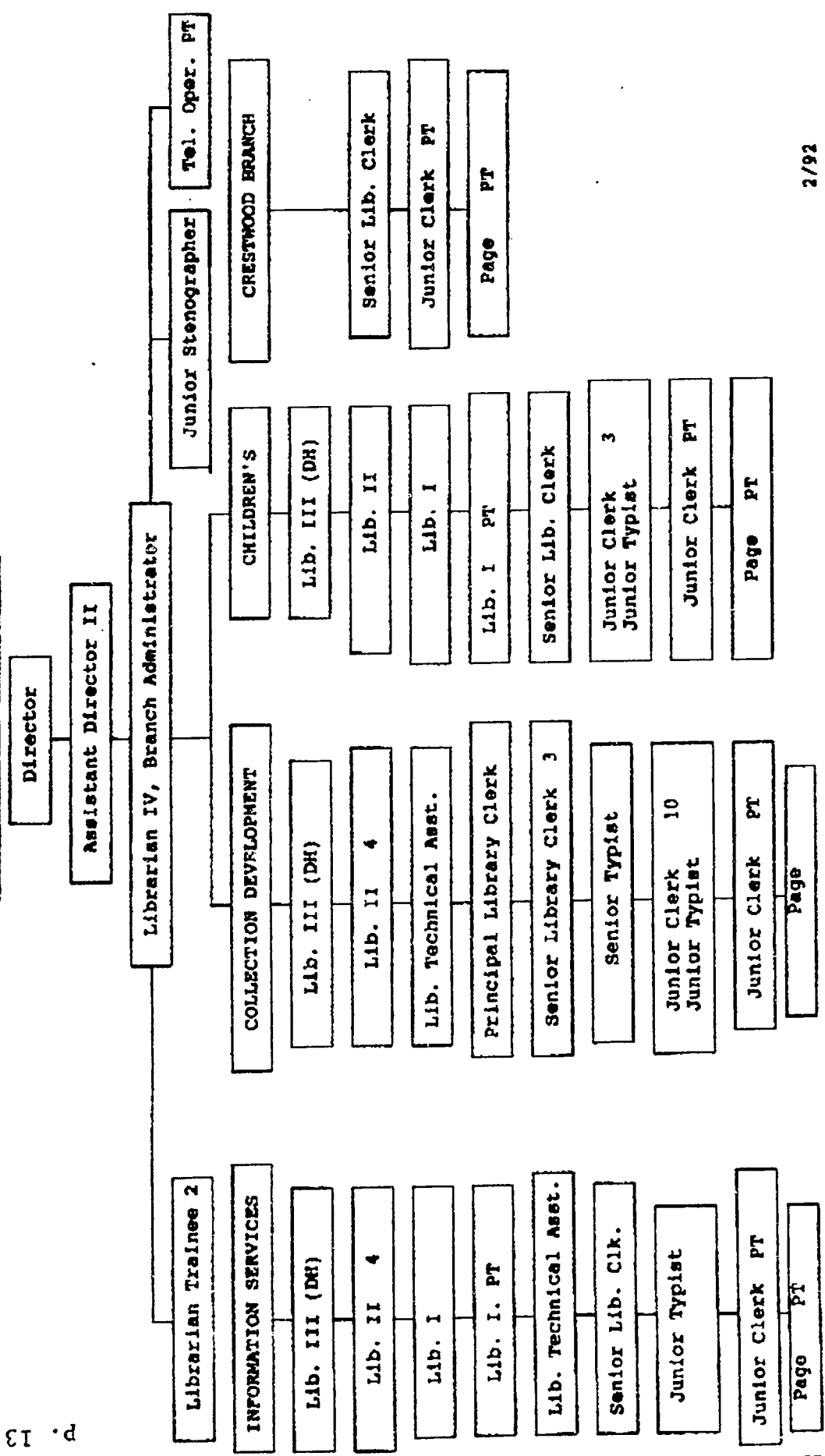


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346



YONKERS PUBLIC LIBRARY  
Organization Chart - 1992/93  
030 014 7412 3000 - Hill Library  
030 014 7414 3000 - Crestwood



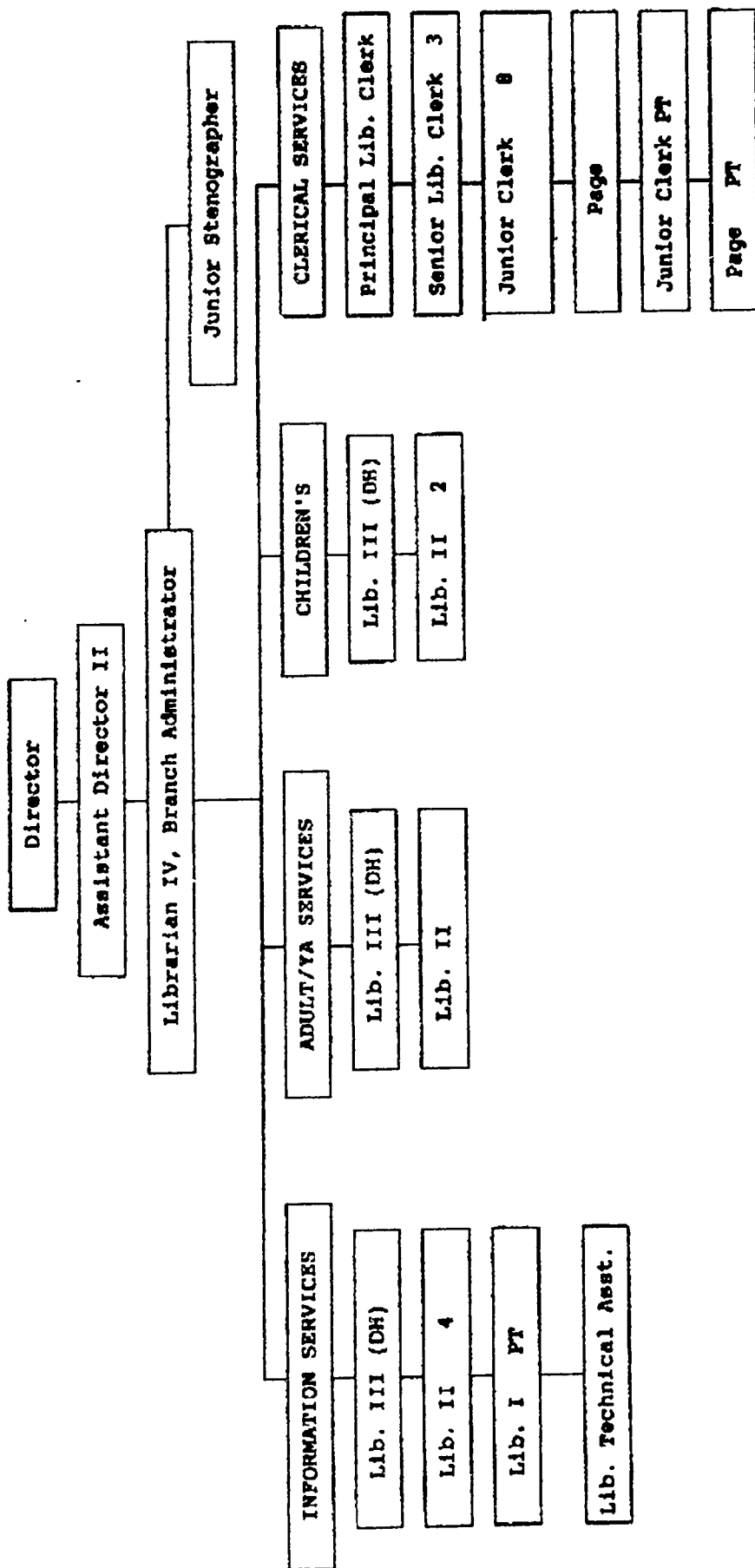
2/92



# YONKERS PUBLIC LIBRARY

Organization Chart - 1992/93

030 014 7413 3000 - Getty Square Branch





YONKERS PUBLIC LIBRARY

Organization Chart - 1992/93

030 014 7413 4000 - Getty Square Branch  
030 014 7412 4000 - Will Library  
030 014 7414 4000 - Crestwood Branch

